



# Job Description Process for New Positions

Town of Boxborough, MA

## Job Descriptions

All positions must have a job description approved by the Personnel Board and Town Meeting before the position is placed on the Classification and Compensation Plan.

## New Position

If a Department Head proposes a new position, they must prepare a job description in consult with the Town Administrator.

The hiring entity (Department Head, Library Board of Trustees, etc.) is responsible for:

- Writing the job description
- Attending Personnel Board meeting(s) to present, explain and discuss the job description

## Personnel Board

The Personnel Board is responsible for reviewing the job description to ensure it is in compliance with the approved template, editing if necessary, rating/classifying the position and placing it on the Classification and Compensation schedule for approval at Town Meeting.

## Next Steps

- Use the Job Description template to create a job description
- New Job Descriptions must be submitted to the Personnel Board approximately 16 weeks before Town Meeting so that the positions may be classified and added to the Classification and Compensation Plan
- The Job Description must have the following information in the footer:
  - Prepared by: Department Head name
  - Date submitted:
  - Draft version: 1,2, 3
  - FLSA status: Exempt or Non-Exempt

## FLSA Status

### Exempt:

An exempt position is a salaried position. The position is not eligible for over-time pay.

### Non-Exempt

A non-exempt position is an hourly paid position eligible for over-time pay.