



<b>TITLE:</b>
District Job Descriptions
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
November 24, 2014
<b>EFFECTIVE DATE:</b>
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESSION:</b>
This policy supersedes Administrative Policy# 5403.1 D.
<b>PURPOSE:</b>
The purpose of this policy is to establish guidelines for the administration of the Oxnard Harbor District's job descriptions.
<b>POLICY:</b>
<p>1. BACKGROUND</p> <p>This Administrative Policy is applicable to all District employees.</p> <p>Preparation and maintenance of Oxnard Harbor District job classification functional descriptions are intended to provide a summary of essential functions and qualification requirements for District employees. Job descriptions are not intended to be a listing of every conceived duty and responsibility associated with a job classification. Accurate job descriptions are a prerequisite for meaningful and effective performance evaluations and are necessary in the establishment of equitable wage and salary structures.</p>
<p>2. POLICY</p> <p>All employees shall receive a job description while employed at the District. Job descriptions shall be periodically reviewed in order to make certain that they are consistent with District needs and objectives. The Chief Finance &amp; Administrative Officer shall be responsible for ensuring that all job descriptions accurately reflect current duties and responsibilities. The CEO &amp; Port Director shall approve all job descriptions. Job descriptions shall be revised whenever there are changes in the essential functions or in the vital qualification requirements. Newly created job classifications shall be subject to this Administrative Policy.</p> <p>It shall be the responsibility of the Board of Harbor Commissioners to periodically review the CEO &amp; Port Director's job description.</p>



<b>RELATED POLICIES AND PROCEDURES:</b>
None.
<b>DEFINITIONS:</b>
None.