

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 8/23/2016	NUMBER: C-23.1 Page <u> 1 </u> of <u> 1 </u>
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POSITION DESCRIPTIONS		

PURPOSE: To describe the mechanism for the development and revision of position descriptions.

POLICY:

- I. Position descriptions for each TDCJ Health Services and Correctional Managed Health Care position will be maintained and will include a job summary and a list of essential functions.
- II. TDCJ Health Services and each contractor will follow its own personnel guidelines for the development and revision of position descriptions and compliance with the Americans with Disabilities Act (ADA).
- III. At a minimum, each facility, TDCJ Health Services and Correctional Managed Health Care employee will have a specific position description that describes the function performed by that employee.
- IV. Copies of facility position descriptions will be kept at the facility.

Reference: ACA Standard 4-4382 (Mandatory)