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)