

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Establishing Minimum Qualifications, Descriptions, and Approval for New Positions	<u>Number</u> 106
Related Policy:	Employment 6Hx20-4.029	<u>Page</u> Page 1 of 2

I. Purpose

To initiate a procedure to establish minimum qualifications, position descriptions, and approval for new positions.

II. Procedure

- A. Position descriptions are required for any position assigned to the Executive, Professional/Managerial, or Career Service salary schedule. These descriptions are the primary source of information for determining the pay scale for the position, and should be updated when changes, other than general duties, occur.
- B. Minimum qualifications are intended to present the minimal level of education, training, and experience needed to perform the duties of the job. Essential functions and special preferences will be added to reflect the unique demands of the position, including, but not limited to, travel requirements, physical requirements, shift variances, and district-wide assignments, as needed.
- C. Executive or Professional/Managerial positions
 - 1. Position descriptions and minimum qualifications are recommended by the immediate supervisor(s). The senior-level administrator will review and recommend a level for the position with the President's approval.
 - 2. The position descriptions and minimum qualifications recommended are forwarded to the Director, Human Resources, to review the criteria relating to the recommended level. This will determine the salary range for that position.
 - 3. The Director, Human Resources, then forwards the position for requesting approval from the College President.
- D. Career Service Positions
 - 1. A position description should be completed and forwarded to the Human Resources Department.
 - 2. Human Resources will assist the supervisor with the preparation of a position description, providing information about where to assign the position to the salary schedule.
 - 3. The senior-level administrator will acquire the President's approval for the new position.

Responsible Official	Director, Human Resources	
President's Signature:		Date: 09/22/2025