

Kansas Administrative Regulations

Department of Administration

Article 4.—Classification

1-4-3. Position description.

Each appointing authority shall ensure that a current position description is prepared and maintained for each position in the agency and that each position description accurately describes the duties and responsibilities of the position. The position description shall be signed by the supervisor, the employee, and the agency's human resource director or other human resource official. The appointing authority shall make the position description available to the division of personnel services upon request.

This regulation shall be effective on and after June 5, 2005.

(Authorized by K.S.A. 75-2950 and K.S.A. 2004 Supp. 75-3747; implementing K.S.A. 75-2938, 75-2950, and 75-3746; effective May 1, 1979; amended June 5, 2005.)

***** Authenticated Kansas Administrative Regulation *****