

## **SECTION IV**

### **POSITIONS AND CLASSES OF POSITIONS**

#### **1. PURPOSE**

The purpose of this section is to authorize the creation of the various positions and classes of positions within the COM-FSM system.

#### **2. CREATION OF POSITIONS OR CLASSES OF POSITIONS**

The Board or designee, upon recommendation of the President, will create positions or classes of positions which are necessary for the efficient performance of the duties and functions of COM-FSM and its components. (See Policy 001-Classification Policy for specific rules and procedures.)

The creation of classes or classes of positions shall include the following:

- i The title of class of position;
- ii Pay level and salary range;
- iii Nature of work of the class of position;
- iv Illustrative examples of the duties of the class of position;
- v Desirable knowledge, skills and abilities; and
- vi Minimum educational qualification and experience requirements.

#### **3. CLASS SPECIFICATION**

The information listed in section 2.a.i-vi above shall constitute the class specification.

#### **PERIODIC REVIEW OF CLASSIFICATION OF POSITIONS**

The President shall conduct an on-going review of the positions within COM-FSM, and make appropriate recommendations to the Board of Regents, at least