

State Police Commission



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November 27, 1996

General Circular No. 67

Subject: Job Descriptions

Issue Date: November 27, 1996

State Police Commission Rule 5.2(d) provides that:

Allocation of positions shall be based on those duties being actually certified as true by the appointing authority as stated on the official position description form. Falsification or misrepresentation of duty statements are a violation of State Police Commission Rules and any such falsification or misrepresentation cannot support allocation into any job.

Recently, the State Civil Service Commission has disciplined a number of classified employees, including supervisors, for falsifying a job description in an attempt to cause an employee's position to be reallocated upward.

The purpose of this General Circular is to emphasize the requirements of State Police Commission Rule 5.2(d) and to reemphasize that managers should not sign a job description unless they themselves are certain that it is true and correct. All employees in the State Police Service should be aware that falsification of a job description will be investigated and punished by the State Police Commission.

Sincerely,

Debra L. Johnson

Debra L. Johnson
Director

General Circular Regarding Accuracy of Job Descriptions

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Recently, the State Civil Service Commission has disciplined a number of classified employees, including supervisors, for falsifying a job description in an attempt to cause an employee's position to be reallocated upward.

The purpose of this General Circular is emphasize the requirements of SPC Rule 5.2(d) and to re-emphasize that managers should not sign a job description unless they themselves are certain that it is true and correct. All employees in the State Police Service should be aware that falsification of a job description will be investigated and punished by the State Police Commission.