
310.00

Introduction to Personnel

Overview

Introduction

This section of the Service Policy and Procedure Manual includes policies and information about agency positions and personnel.

Purpose

The policies in this section are intended to provide standardization in staffing patterns and position requirements, and assure competent and skilled personnel.

**Special note
about the
position
guidelines**

The position guidelines included in this section are intended only as suggestions about personnel qualifications and job responsibilities. They do not replace agency job descriptions, and should not be used as such. In some cases, job responsibilities may need to be combined. For example, the job description for a WIC program coordinator who also works as a dietitian in some clinics must include job responsibilities for both positions.

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