



## MEMO

**To:** Montana State Library Commission  
**From:** Jennie Stapp, State Librarian, Sharon Hardwick, Human Resources Specialist  
**Subject:** Procedure for updating employee job descriptions  
**Date:** April 1, 2026

The State Library Commission Personnel Subcommittee has directed staff to document procedures for updating employee job descriptions.

Job descriptions document responsibilities and expectations rather than duties and tasks. Job descriptions change infrequently, and changes may result from changes in ongoing responsibilities, responsibilities that are no longer applicable, or other changes in agency needs.

When the Montana State Library (MSL) determines that a position's job description should be updated, the supervisor collaborates with the HR Specialist to draft proposed amendments.

If changes affect the core purpose of the position and impact a significant portion of the position's duties, or if the number of employees supervised by the position changes to more or less than two, the revised job description must undergo evaluation for potential reclassification by the State Human Resources Office. These documents are forwarded to the State Human Resources Office for further assessment and final determination.

Current job descriptions are made available on the MSL website and are filed by position number for records retention.