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PEDIATRIC NURSING  
CERTIFICATION BOARD

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**Staff Job Descriptions**

It is the policy of the PNCB to develop and maintain job descriptions for all staff and positions. The descriptions will be reviewed annually to ensure accuracy. However, they may be updated at any time with approval of the CEO and/or COO.

Job descriptions will contain at a minimum: job title, supervisor, classification (exempt/non-exempt), and essential duties. All employees must sign acceptance of their job description. The job description is not a contract for employment. PNCB remains an employer-at-will whereby either employee or employer may terminate the relationship with or without cause.

Date Approved: 03/2021  
Last Revision Date: 12/14/2020