

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
FH Supervisor	12509		NA

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position supervises or coordinates Family History (FH) efforts by individuals held in correctional institutions. This position is very similar to a Supervisor of Operations (#12459). But due to the need and expectation of many people filling this position to work with inmates, it should be made a stand-alone position. It is under the direction of the Quorum of Seventy.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Is responsible for the day-to-day work flow of employees engaged in production, planning and scheduling, material requirements, work-in-process (Family History efforts). tracking, material and labor variance controls and manufacturing performance reporting (i.e. specifically Family History work).
- Assigns employees to maximize production control directives.
- Maintains and monitors program goals, objectives, inventory and production rates.
- Is responsible for the employment, training, correction and employee motivation of assigned employees.
- Typically reports to mid-level management, such an Operations Manager or an Assistant Operations Manager.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Requires good communication skills (written and oral).
- Have a good work ethic and a willingness to share / improve it in those they supervise.
- Usually requires experience in the field of work, or a willingness to learn and be trained in the fulfillment of assigned tasks.
- Have a willingness to train and mentor those whom they supervise.