

## Inland Valleys Employment Advisory Council Seminar

Thursday, February 21, 2019 11:00am-1:30pm

Chamber of Commerce – Corona

904 East 6<sup>th</sup> Street

Corona, CA 92882

### JOB DESCRIPTION – Lunch and Learn Seminar

This seminar will provide material to assist you with various elements of creating a comprehensive Job Description.

#### Job Descriptions and Analysis

- Do's and don'ts
- Know the difference between skills, background, responsibilities and functions
- How to gather relevant information
- How to identify essential functions of any job

#### The importance of including essential job functions and activities

- How to build a job description
- What to leave in and what to leave out

#### Legal Issues to be aware of

- How to properly use disclaimers that can keep you out of court
- Compare and compare good and bad job descriptions with some everyday examples
- Inspection for compliance with legal requirements, including reasonable accommodations

And much more!

#### Lunch and Learn Seminar (lunch included)

**IVEAC Members \$20**

**Non-Members \$30**

[Click below for registration](#) ↓

[www.ceac.org/wp-content/uploads/2019/01/2019-Registration-Form-Job-Description.pdf](http://www.ceac.org/wp-content/uploads/2019/01/2019-Registration-Form-Job-Description.pdf)

William Betley is an employment attorney for the law offices of Atkinson, Andelson, Loya, Ruud & Romo. He practices in all areas of employment law including unlawful harassment, discrimination, wrongful termination, employee classification, and wage and hour. He counsels and represents architects, engineers, and subcontractors in all phases of construction planning, development, negotiation, and litigation.

Mr. Betley is a frequent speaker on numerous employment issues such as unlawful harassment, disability discrimination, leave of absence, workplace violence, employment handbooks, and hiring and firing issues.

