

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
<b>Chapter 21</b>	<b>Classification and Delineation of Duties and Responsibilities</b>	
<b>Date Initially Effective: 11/15/94</b>	<b>By The Order Of:</b>  <b>Mark Holtzman, Chief of Police</b>	
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This chapter addresses job task analyses, position classifications, statements describing the nature of work performed by the Department, identification of required work behaviors, skills, knowledge, and abilities, and matters affecting the delineation of duties and responsibilities.

### **21.1.1 JOB TASK ANALYSIS**

CALEA Standard: 21.1.1

Job task analyses require the examination and identification of essential elements of jobs and the relationship of those elements to critical skills, knowledge, and abilities required to perform the work assigned. The objectives of job task analyses are to:

- Serve as a basis for the determination of a positions classification and compensation plan
- Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion
- Assist in the establishment of the training curriculum
- Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions

Citywide pay grade/pay plan job task analyses and reclassification studies are conducted periodically to maintain a pay plan that is in step with current market conditions for similarly employed personnel in other industries and other government units. Job task analyses for classes of sworn employees shall be conducted as a component of the City of Greenville, Department of Human Resources, and pay grade/pay plan reclassifications studies.

Pertinent information about work behaviors may be obtained by assigned personnel within the Department through job task analysis questionnaires and individual or group interviews. Incumbents and their supervisors shall be viewed as significant sources of information concerning the classes under review.

#### **JOB TASK ANALYSIS CONTENT**

The written job task analysis shall include:

- The work behaviors (duties, responsibilities, functions, and tasks)
- The frequency with which the work behavior occurs
- How critical the work behaviors are, and
- The job-related skills, knowledge, and abilities needed to perform the work behaviors effectively.

The results of the task analyses shall be incorporated into job descriptions prepared in cooperation with the City's Department of Human Resources. The Greenville Police Department's recruitment strategies and procedures will be based on analyses of the nature of the job to be performed; the knowledge, skills, and abilities required to perform the essential job tasks; and any prerequisite personal attributes, all of which shall be defined in the job descriptions.

The results of the task analyses and resulting job descriptions shall be used in the development of training program curriculums, promotions, and job performance evaluations.

### **21.2.1 CLASSIFICATION PLAN**

#### **CALEA Standard: 21.2.1**

The Greenville Police Department Personnel and Recruiting Officer shall maintain a written copy of a position classification plan consistent with the City of Greenville personnel policies. The position classification plan includes the following elements:

- Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements
- Class specifications for every job within a class
- Provisions for relating compensation to classes
- Provisions for reclassification

### **21.2.2 MAINTENANCE OF THE CLASSIFICATION PLAN**

#### **CALEA Standard: 21.2.2**

The Greenville Police Department works in cooperation with the City of Greenville Human Resources Department in the development and maintenance of classifications by contributing information on employee classes and on specific positions.

The position classification plan is periodically updated as a result of the City of Greenville, Department of Human Resources, pay grade/pay plan reclassification studies. Between major revisions of the City of Greenville position classification plan, as outlined in the City of Greenville personnel policies, the Chief of Police shall review the classification of authorized positions in the Police Department and recommend those positions that should be submitted for reclassification. Positions recommended for reclassification by the Chief of Police will be forwarded to the Human Resources Department and the City Manager's Office as a component of the annual budget process. All changes in position classification must be approved by the City Manager and the Director of Human Resources.