

| PALM BEACH GARDENS POLICE DEPARTMENT | | |
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| JOB TASK ANALYSIS/CLASSIFICATION | | |
| POLICY AND PROCEDURE 4.1.2 | | |
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PURPOSE: To outline the job task analysis responsibility, position review and classification of members in the department.

SCOPE: This policy and procedure applies to all members and Human Resource personnel as prescribed.

REVIEW RESPONSIBILITY: Professional Standards and Training

POLICY: This department conducts a job task analysis to keep members better informed with respect to the duties/responsibilities of each position; and, to aid both the training and inspectional processes of the department by focusing attention on specific tasks performed by department members. The task analysis is important in recruiting and evaluating applicants and equally important for establishing competitive compensation for the positions in each class of work.

1. OBJECTIVES OF JOB TASK ANALYSIS

- a. The objectives of job task analysis are to:
 - i. Serve as a basis for the determination of a position classification plan and compensation.
 - ii. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion.
 - iii. Assist in the establishment of training curriculum.
 - iv. Provide guidance to members and their supervisors concerning the duties and responsibilities of individual positions.

2. PROCEDURE

- a. A written task analysis of every class of full-time employee in the police department is conducted, maintained on file in the Professional Standards and Training unit, and includes, at a minimum:
 - i. The work behavior (duties, responsibilities, functions, tasks, etc.);
 - ii. The frequency with which the work behavior occurs; and
 - iii. How critical the job-related skills, knowledge, and abilities are.
- b. The Human Resource Department conducts periodic review of all positions in order to determine changes in duties and responsibilities of those position(s) which may affect the status of the Classification Plan. It shall be the responsibility of the assigned authority to coordinate the job task analysis review process with the Human Resource Department.

- c. Under the control and direction of the Chief of Police, the Assistant Chiefs and Colonel will be responsible for coordinating periodic review of all class descriptions and job descriptions in their Divisions.
Supervisors shall be responsible for maintenance of current files on job assignments under their control.
- d. Annually, each Supervisory authority will review each job description of employees under their command and determine whether the tasks are consistent with the class description for that particular assignment. Class descriptions for each class of an employee shall be filed in the Professional Standards and Training Unit. During this annual review all Supervisory authority shall:
 - i. Determine whether any sworn positions under their command should be designated as a civilian position.
 - ii. Ensure that any positions under their command not requiring the skills of a sworn officer are specified as a civilian position and staffed accordingly.
 - iii. If any change is deemed necessary, this change will be addressed at the next budget review.

3. MAINTENANCE OF THE CLASSIFICATION PLAN

- a. The Chief of Police shall have the final authority for the addition of new assignments or the elimination of existing ones which may affect the duties and responsibilities of any position if it is believed that such changes will be permanent.
- b. It shall be the function of the Police Department to:
 - i. Review and provide input to the Human Resource Department a classification plan based on the functions, powers, and responsibilities of positions in the department.
 - ii. Provide input to the Human Resource Department regarding a pay classification plan for the members in the Police Department as set forth by ordinance or appropriate contract.
 - iii. Certify as correct all pay ratings of police appointive members.
 - iv. Establish and maintain a roster of all members in the department, identifying each officer and civilian:
 - 1. The class title of the position held;
 - 2. The compensation;
 - 3. Any change in class, title, status, or compensation; and
 - 4. Such other data as may be deemed desirable or useful in arriving at significant facts pertaining to personnel.
- c. The city's classification plan includes the following:
 - i. Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements;
 - ii. Class specifications for every job within a class;
 - iii. Provisions for relating compensation to classes; and
 - iv. Provisions for reclassification

4. DISTRIBUTION

- a. Job descriptions are made available to all members through the Human Resources' PDNET website or department liaison.
- b. Supervisors should review the member's job description with them during each member's annual performance evaluation meeting and/or as part of their career assessment.

5. GLOSSARY

Class -A grouping of jobs for which duties, responsibilities, qualifications and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.

Job Specification -An official statement or guideline of the general duties, responsibilities, and qualifications involved in the kind of jobs included in the same class.

Job -One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by assignee.

Job Task Analysis -A systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge and abilities required to perform the tasks or duties of the job.

Position -The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned to Traffic would occupy a "position". Patrol officer would be the class and Traffic officer (assigned to the Traffic Unit) would be a "job".

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APPROVED:



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