

**Stevensville Police Department
General Orders**

Chapter 9 Classification and Delineation of Duties and Responsibilities

Date Effective By The Order of: M. Sosa, Jr., Chief of Police
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This chapter addresses job task analyses, position classifications, statements describing the nature of work performed by the Agency, identification of required job behaviors, skills, knowledge, and abilities, and matters affecting the delineation of duties and responsibilities.

9.1.1.1 JOB TASK ANALYSIS

CALEA Standard 21.1.1

Job task analyses require the examination and identification of essential elements of the job 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 position’s 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

Town 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 CONTENT

The written job task analyses includes:

- The work behaviors (duties, responsibilities, function, and tasks)
- The frequency with which the work behavior occurs
- The criticality of the job-related skills, knowledge, and abilities

The result of the task analyses shall be incorporated into job descriptions prepared in cooperation with the Town's Human Resources. The Agency'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.

9.2.1 CLASSIFICATION PLAN

CALEA Standard 21.2.1

The Stevensville Police Department shall maintain a written copy of a position classification plan consistent with the Town of Stevensville's 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

9.2.2 MAINTENANCE OF THE CLASSIFICATION PLAN

CALEA Standard 21.2.2

The Stevensville Police Department works in cooperation with the Town's 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 Town's Human Resources, pay grade/pay plan reclassification studies. Between major provisions of the Town position classification plan as outlined in the Town of Stevensville Personnel Policies, the Chief of Police shall review the classification of authorized positions in the agency and recommend those positions that should be submitted for reclassification. Positions recommended for reclassification by the Chief of Police will be forwarded to

the Town's Leadership as a component of the annual budget process. All changes in position classification must be approved by Town Leadership.