

340.00 JOB ANALYSIS, CLASSIFICATION AND ASSIGNMENT

340.01 Job Analysis Process:

- The process of job analysis will be coordinated by the Support Services Division in cooperation with the Human Resources Department. Each job class within the Department will be addressed in a written job task analysis. The analysis will encompass:
 - The work behaviors including duties, responsibilities, and tasks of each position;
 - The frequency with which each work behavior is performed; and
 - The criticality of the job related skills, knowledge, abilities, and behavior.
- The written job task analysis of every job class resulting from the preceding process will be maintained on file by the Administrative Section. The results of the job analysis will be provided to the Chief of Police for review and recommendation to the Human Resources Department.

340.02 Classification:

- The departmental classification plan will consist of occupational categories and job titles created by the Greeley Municipal Code 3.04. The department will work in cooperation with the Human Resources Department in the development and maintenance of the classification plan. The written classification plan will include:
 - Grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.
 - Existence of class specifications for every job within a class;
 - Provisions for relating compensation to classes; and
 - Provisions for reclassification.
- The Administrative Section will ensure that review of the department classification will be conducted periodically. (HR's recommendation) The review will include:
 - The confirmation that a job description exists for all classified positions;

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- The identification of necessary revisions including recommendations for job reclassification where needed; and
- If no revisions are required, a record of the inspection including the documentation of the date of the inspection, and the signature of the inspector.
- The review will be forwarded to Human Resources if action is required.

340.03 Specialized Assignment:

- In conjunction with the review of the department's classification plan, the Administrative Section will coordinate review of each specialized and collateral assignment within the Department. The Administrative Section will seek the input of management personnel supervising individuals working in a specialized or collateral assignment in this review. The review shall include:
 - A listing of the department's specialized assignments;
 - A statement of purpose for each listed assignment; and
 - The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
- A written statement of duties and responsibilities of each position within the department will be maintained by the Administrative Section in a centralized file. The description statements will include duties and responsibilities based on skills, knowledge, and abilities required. Included in these statements will be formal education and experience requirements. These descriptions will be available to all personnel.

General Order 340.00	Reviewed: 03/19
<u>JOB ANALYSIS, CLASSIFICATION AND ASSIGNMENT</u>	
Authorized by Mark Jones, Police Chief	
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<u><i>Mark Jones</i></u>	Date: <u>March 21, 2019</u>
Signature	