

GENERAL ORDER 21.1.1

Job Task Analysis

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's job task analysis process.

DESCRIPTION

Job task analysis serves as a basis for the determination of classification and compensation plans; provides a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion; assists in the establishment of training curricula; and provides guidance to employees and supervisors concerning the duties and responsibilities of individual positions.

POLICY

I

In coordination with the Human Resources department, the Professional Standards and Training Sergeant shall develop and maintain a job task analysis file for each sworn position in the Department. Each analysis shall describe: the duties, responsibilities, and tasks of the position; the frequency with which each task is performed; and the criticality of the job-related skills, knowledge, abilities, and behaviors. This file shall be updated when significant changes in the sworn classes occur.

II

The Department shall maintain current job descriptions for all employees. Each employee shall be issued the job description of his/her job. All job descriptions are available for review by all personnel in the training office. The Professional Standards and Training Sergeant shall coordinate the development and maintenance of all job descriptions with the Human Resources department.

Richard L. Lewis
Chief of Police