

GENERAL ORDER 21.2.1

Job Classification

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's role in the development and maintenance of the job classification plan.

DESCRIPTION

The City of Springfield has a written classification plan, maintained by the Human Resources department which: groups each job into a class based upon similarities in duties, responsibilities, and qualification requirements; lists class specifications for every job within a class; provides for relating compensation to classes; and allows for reclassification.

POLICY

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The Professional Standards and Training Sergeant shall cooperate with the Human Resources department to see that each classification in the Police Department has a set of written class specifications. These specifications shall be maintained in a file available to all Department personnel.

The class specifications shall delineate the principal duties and responsibilities for each position within the agency.

The Professional Standards and Training Sergeant shall review the Department's class specifications annually and recommend any necessary changes to Human Resources.

Richard L. Lewis
Chief of Police