

## CHAPTER EIGHT

### JOB ANALYSIS, CLASSIFICATION AND ASSIGNMENT

Purpose .....	8:1
Discussion .....	8:1
Policy And Procedure .....	8:1
Job Task Analysis.....	8:1
Objectives .....	8:1
Classification.....	8:1
Structure Classification Plan.....	8:1
Position Classes .....	8:2
Class Specifications.....	8:2
Assign Pay Grades.....	8:2
Annual Reclassification .....	8:2
Review Procedures.....	8:2
Identification of Critical Positions .....	8:2
Restrictions .....	8:3
Performance Problem.....	8:3
Critical Position Memorandum of Understanding.....	8:3
Annual Review of All Classes of Positions .....	8:3
Specialized Assignments.....	8:3
Criteria for Assignment .....	8:3
Annual Review.....	8:3
Cost-Benefit Analysis.....	8:4



## CHAPTER EIGHT

### JOB ANALYSIS, CLASSIFICATION AND ASSIGNMENT

#### I. PURPOSE

The purpose of this directive is to establish guidelines for job analysis, classification, position classifications, and matters affecting assignment within a position classification.

#### II. DISCUSSION

This directive shall apply to all Sheriff's personnel. First, this directive outlines the job analysis process. Second, it deals with the classification of personnel and compensation policy. Finally, this directive addresses specialized assignments.

#### III. POLICY AND PROCEDURE

##### A. Job Task Analysis

##### 1. Objectives of Job Task Analysis

- a. Serve as a basis for the determination of a position classification plan and compensation
- b. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion
- c. Assist in the establishment of training curricula
- d. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions

2. The written job task analysis for every position in the Office will be maintained in a file by the Human Resources Director.

3. This job task analysis will contain at a minimum:

- a. Duties, responsibilities, and task of each position. Upon request this statement shall be available to every member of the Office.
- b. Frequency with which each task is performed
- c. Minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors.

##### B. Classification

1. The establishment of a structure classification plan with specific requirements for each job allows the Office to achieve more efficient administration and more equitable treatment of its members. Therefore the Human Resources Director will develop and maintain a classification plan.

2. The Director of Human Resources will maintain the written classification plan, to include and shall:

- a. Group all positions into classes, based upon similarities in duties, responsibilities, and qualification requirements.

- b. Class specifications for every job within a class, to include specific specifications for the following ranks.

- 1) Certified Law Enforcement

- Sheriff
    - Colonel
    - Major
    - Captain
    - Lieutenant
    - Sergeant
    - Deputy Sheriff

- 2) Certified Corrections

- Major
    - Captain
    - Lieutenant
    - Sergeant
    - Detention Deputy

- c. Used as basis for assigning each position to a pay grade under the Pay Plan, as maintained by the Human Resources Director.

- d. Reviewed on a regular schedule and when requested for needed reclassification of any job that has changed to the changes in the Office.

- 3. Review Procedures

- a. Request for a reclassification review, will be sent to the Human Resources Director by the appropriate Division Commander.

- 1) At least one member from each classification to be reviewed will be surveyed by a Human Resources Representative on a regular schedule as posted in the agency computer system.

- 2) Request for immediate review may be made at any time.

- b. The Human Resources Director will send the review findings to the Sheriff via chain of command for approval.

- c. If approved the reclassification and corresponding pay grade changes will be implemented upon the first day of the next pay cycle.

- d. If no reclassifications are recommended as part of the annual review, it will be so documented and filed as part of the plan.

**C. Identification of Critical Positions**

- 1. Due to the importance of several positions to the operation of the Office a high turnover rate in these positions can hinder the Office's effectiveness.

- 2. The Office reserves the right to classify certain positions as "critical", and in doing so, it places additional restrictions on the members who have been selected to fill these positions. These

restrictions will take the form of rules regarding hours of work, working conditions, minimum tenure required in the position and/or other issues.

3. In most cases, positions will not be classified as critical until some evidence exist that the failure to maintain members within the positions is causing performance related problems for the component.
4. When a supervisor perceives a performance problem which can be attributed to a failure to maintain adequately trained personnel, he/she should address a memorandum, via the chain of command, to the Human Resources Director outlining the problem(s) and requesting that the position (s) be classified a critical position. The supervisor should identify the possible causes of the problem(s) and recommended solutions
5. The Human Resources Director will conduct a study of the problems as outlined by the supervisor and examine the turnover rate for the identified component for the proceeding twelve (12) months and other Office records as necessary to determine the severity of the problem.
6. Based on this study the Human Resources Director will prepare a memorandum to the Sheriff, via the chain of command, recommending the suggested course of action.
7. Upon review of the research, the Sheriff will make a determination as to what action, if any, is to be taken. If the position is determined to be defined as critical, then the class of position would be advertised as such in any future job announcement, both within and outside of the Office. Any restrictions placed upon the position will be specifically listed on the announcement.
8. The Human Resources Director will create a written agreement herein to be referred to as a "Critical Position Memorandum of Understanding", which will indicate any restrictions that have been placed upon the position which will be executed prior to accepting the position. This form will become a part of the member's personnel file.
9. On a yearly basis, the Human Resources Director will conduct a review of all classes of positions, which have been classified as "critical", and advise the Sheriff, via chain of command, of any necessary changes.

#### **D. Specialized Assignments**

1. On occasion, specialized assignments may be created to meet certain demands or requirements of the Office.
2. All anticipated specialized assignments shall be advertised to all Office members. Should no qualified candidate be located within the Office membership, the specialized assignment may be filled from outside the Office membership.
3. The criteria for assignment shall be based on skills, knowledge, and the abilities required for the specialized assignment and shall also include formal education requirements and the length of experience required.
4. On an annual basis, each specialized assignment shall be reviewed, by the Commanding Officer for whom the specialized assignment was created, for the purpose of determining whether it should be continued. Such review shall include, but not be limited to:
  - a. An evaluation of the initial problem or condition that required the implementation of the specialized assignment; and,
  - b. A cost-benefit analysis of the specialized assignment.

**E. Job Descriptions:**

Current job descriptions shall be maintained by the Human Resources Division for all positions. These job descriptions are guidelines of specific and essential duties, responsibilities, and qualification requirements for each position or assignment. All agency job descriptions are also available in Microsoft Outlook, which is available to all agency personnel.

(revised on 11-19-01)