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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE ORDER

POLICY NUMBER: 21.2

SUBJECT: POSITION CLASSIFICATION

EFFECTIVE DATE: 10/1/09

REVISED DATE:

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REFERENCE ILEAP: ADM.08.01

INDEX AS:

21.2.1 CLASSIFICATION ELEMENTS

21.2.2 JOB DESCRIPTIONS

### PURPOSE:

The purpose of this policy is to establish guidelines for position classification for the Champaign Police Department.

### DEFINITIONS:

**Class Specification:** An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

**Job Classification:** The grouping of positions or jobs for which duties, responsibilities, qualification requirements, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.

**Job Description:** The official statement of the general duties, responsibilities, knowledge, abilities and skills, and the functional objectives of a job assignment.

**Position:** The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

### POLICY:

#### 21.2.1 CLASSIFICATION ELEMENTS

A. The City of Champaign's written classification plan includes, at a minimum, the following elements:

1. A grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.
2. The existence of class specifications for every job within a class.
3. Provisions for relating compensation to classes.
4. Provisions for reclassification.

B. The City of Champaign's Human Resources office has the primary responsibility for the development and maintenance of job classifications and the delineation of duties and responsibilities of each position in the Department.

C. The Deputy Chief of Professional Standards shall assume the Department's responsibility for

maintaining liaison with the City of Champaign's Human Resources office in the assessment of all jobs within the Department and in formulating the job analysis and classification process.

#### 21.2.2 JOB DESCRIPTIONS

A. The City of Champaign's Human Resources office maintains job descriptions for all positions within the Department. Copies of all departmental job descriptions are kept in their office and are available to any employee for review.

### ISSUING AUTHORITY



Anthony D. Cobb  
Chief of Police  
Champaign Police Department