


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Task Analysis and Job Classification		ACCREDITATION CALEA Chapter 21
	PROponent UNIT Personnel Division		PRIOR REVISIONS 12/01/98, 01/21/02, 05/19/18 ATTACHMENT:
NUMBER 21.1	ISSUE DATE 07/01/98	REVISION DATE 07/12/2022	TOTAL PAGES 3

I. PURPOSE: This Order establishes criteria and responsibility for (1) conducting job task analyses, and (2) classifying jobs according to their responsibilities.

II. POLICY: To enable the Gainesville Police Department to efficiently assign personnel and fairly compensate its members, the Department shall conduct periodic job task analyses and then, in coordination with the City Human Resources Department, apply the results toward the establishment of job categories that define each position's qualifications, general duties, and responsibilities.

III. PROCEDURE

A. The Department's Personnel Services Division, in conjunction with the City's Human Resources Department, shall ensure that a job task analysis of all sworn employees is periodically conducted and revised. [CALEA 21.1.1]

1. The analysis shall include:

- i. The work behaviors (duties, responsibilities, functions, tasks, etc.); [CALEA 21.1.1.a]
- ii. The frequency at which these tasks are performed; [CALEA 21.1.1.b]
- iii. How important (critical) each job skill, task, duty, etc., is. [CALEA 21.1.1.c]
- iv. The job related skills, knowledge, and abilities needed to perform the work behaviors effectively. [CALEA 21.1.1 d]

2. Report Quality: The report shall be conducted so that the resulting data is specific, objective, valid and verifiable.

3. Records: The Personnel Services Division shall retain and file the results of the study, as well as forward copies to the City Human Resources Department. [CALEA 21.1.1]

B. Job Classification: The City's Human Resources Department, in conjunction with the Department's Personnel Services Division, shall develop a written job classification for all sworn positions. [CALEA 21.2.1; 21.2.2]

1. Categorization: Based on the task analysis study (mentioned in section C1), similar jobs (according to qualifications, duties, and responsibilities), shall be consolidated and designated as a specific job classification. [CALEA 21.2.1.a]

2. Specifications: Each job classification shall be defined by title (e.g., officer, corporal, sergeant) and specify the required duties, responsibilities, and qualifications. [CALEA 21.2.1.b]

3. Compensation: In developing compensation for employees, the City and the Department shall consider job classifications and their attendant responsibilities as criteria. [CALEA 21.2.1.c]

4. Reclassification: Whenever the Chief or the Personnel Services Division Commander becomes aware that the duties and responsibilities of a job or position may have changed, the Personnel Services Division Commander shall ensure that the position is evaluated to determine whether reclassification is necessary. [CALEA 21.2.1.d]

i. Information regarding the need for job reclassification may be brought to the attention of the Personnel Services Division from any bureau commander.

ii. The Personnel Services Division will work in conjunction with Human Resources to ensure that a timely change occurs.

iii. Job reclassifications resulting from these evaluations shall be noticed to affected personnel within two weeks of the finalized change.

5. Review: At a minimum, job classifications should be reviewed in conjunction with scheduled promotional processes.

C. Job Description: A documented review of job descriptions of all employees every four years, to ensure job descriptions are current and made available to all personnel. [CALEA 21.2.2]

1. Composition: The job descriptions shall include the requisite and pre-requisite (if any) knowledge, skills, and abilities, as well as the duties, responsibilities, and functions required of each job classification.

2. Distribution:

i. Job Acquisition/ Changes: The Personnel Services Division shall ensure that each agency member, upon initial hire, or pursuant to an internal transfer or promotion (into a different job classification), is reminded that a copy of the job description regarding the job [class] to which they are being assigned / reassigned is available for review. [CALEA 21.2.1]

ii. Job Description Changes: The Personnel Services Division shall monitor job descriptions of agency positions in order to identify when significant changes are needed. Copies of the new versions shall be forwarded to the affected personnel in a timely manner.

Significant changes are those that require additional action, training or certification of the incumbent in order to continue to meet the requirements of the job.

3. Access: Members shall have access to the job descriptions of sworn and non-sworn positions of the Department. [CALEA 21.2.2]

Members may access the job descriptions at any time by looking in the City Wide intranet, by contacting the GPD personnel unit, or City HR department.

If a member does not have computer access, he/she may contact a member with access, the Personnel Services Division, or Human Resources for assistance.

4. The maintenance and updating of job descriptions shall be the responsibility of the City Human Resources Department in conjunction with the Department's Personnel Services Division. [CALEA 21.1.1]

By Order of

***Signed Original on File in the
Accreditation Section***

**Lonnie Scott Sr.
Acting Chief of Police**