



City of Manassas Police Department General Duty Manual



Effective Date: 12-18-2004	GENERAL ORDER	Number: 03-04
Subject: Class Specification		
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Accreditation Standards: 21.1.1./ 21.2.2	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To establish the policy and procedure related to job task analysis, classification, and matters affecting the delineation of duties and responsibilities within the Department.

POLICY:

A clear delineation of duties and responsibilities is necessary for the overall effectiveness of the organization of the Department and to avoid duplication of effort. All positions within the Department may be evaluated every 36 months by the Director of Human Resources, or designee, to ensure the City's Position Classification Plan reflects duties and responsibilities as they actually exist. Changes made in a job or position description should be approved by the Chief of Police and reported to the Director of Human Resources at least annually.

DISCUSSION:

For the purpose of this directive, the following definitions apply:

CLASS: A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.

CLASS SPECIFICATION: An official statement or guideline about the general duties, responsibilities, and qualifications involved in the types of jobs included in the same class, to include a systematic examination of the functions and objectives of each job to be performed as it relates to the knowledge, skills and abilities (KSAs) required to perform the tasks and duties associated with the job. Class specifications are found in the City's Position Classification Plan.

JOB: An assignment; one or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work performed by the employee. A job may involve some tasks outside the scope of the position description of the employee performing the tasks.

POSITION: The duties and responsibilities or work that may be assigned to one member. A position may be filled or vacant. For purposes of comparison, a Police Lieutenant assigned as a Special Operations Lieutenant occupies the position of Police Lieutenant (i.e. class specification), whereas acting as the Special Operations Lieutenant is performing a job.

PROCEDURE:**I. Responsibilities**

- A. The City Council adopts the Position Classification Plan. Limited revisions may be made to the plan by the City Manager, in accordance with a reclassification policy adopted by the City Council.
- B. The Director of Human Resources develops, maintains, and periodically reviews the Position Classification Plan and makes recommendations to the City Manager. See Sections 2.1 and 2.2 of the City of Manassas Employee Handbook (hereafter Employee Handbook).
 1. The Director of Human Resources may utilize a professional consultant to assist in the preparation of the Position Classification Plan.
- C. It is the responsibility of the Chief of Police to notify the Director of Human Resources of any changes in conditions that may affect class specifications and/or the Position Classification Plan. Such changes are reported to the Director of Human Resources as soon as possible.

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II. Class Specification

- A. The most important process in classification is class specification, which is a prerequisite to effective position classification, salary administration, supervision, and training. The objectives of class specification are to:
 1. Serve as a basis for the determination of a Position Classification Plan and compensation.
 2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion.
 3. Assist in the establishment of training curricula.
 4. Provide guidance to Department members and their supervisors concerning the duties and responsibilities of individual positions and/or jobs.
- B. Class specification is conducted to determine:
 1. The need for a position and/or job.
 2. How the job is performed.
 3. The individual responsible for performance of the job.
 4. The time, materials, and effort required to perform the job.
 5. The responsibility and authority involved in furtherance of performing the job.
 6. Necessary special skills, abilities, or training needed to perform the job.
 7. An appropriate position or job summary and title.
- C. Class specification should reflect minimal acceptable performance based on the position or job, and not on the special abilities or knowledge of any one person. The analysis should include specific and measurable characteristics whenever possible.
- D. The Director of Human Resources maintains complete class specifications for all positions and/or jobs within the Department.
- E. Pertinent information concerning the duties and responsibilities of each position may be obtained through:
 1. Group and/or individual member interviews.
 2. Supervisory interviews.
 3. Direct observation.
 4. Questionnaires.
- F. A job analysis is conducted of the various tasks that constitute each position or job. The analysis may be performed by a member of Human Resources or a professional consulting company.
 1. The job analysis dissects each position to determine the following:
 - a. Work behaviors (duties, tasks, etc.) associated with the position.
 - b. The frequency with which the work behaviors occur.
 - c. The job-related KSAs necessary to perform the behaviors and their level of criticality.
 2. This can be achieved through interviews with selected agency personnel, completion of questionnaires by affected Department personnel, and/or observation and review.

III. Job/Position Descriptions

- A. Current job/position descriptions can be accessed on the City website in the Document Center at: <http://agency.governmentjobs.com/manassas/default.cfm?action=agencyspecs>
- B. Members should review their job/position description regularly to help ensure that it remains current. Discrepancies or changes should be reported through the appropriate chain of command to the Administrative Services Division (ASD) Commander.
- C. No job/position description can be tailored to suit every conceivable situation, and "other duties as assigned" may encompass a myriad of temporary activities. If "other duties as assigned" becomes a frequently assigned task (more than once per month) it should be included in the job/position description with some specificity.

Attachments: N/A
 Index as: Class Specification.
 Duties.
 Responsibilities.
 References: N/A