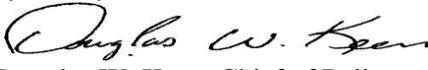




# City of Manassas Police Department General Duty Manual



Effective Date: 12-18-2004	<b>GENERAL ORDER</b>	Number: 03-04
Subject: Class Specification		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 05-30-2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 21.1.1./ 21.2.2	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

**PURPOSE:**

To establish 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, to ensure the 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 kinds of jobs included in the same class, that includes a systematic examination of the functions and objectives of each job to be performed as it relates to the knowledge, skills and abilities (KSA's) required to perform the tasks as well as duties of 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 done by incumbents. A job may involve some tasks outside the scope of the position description of the person 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, which would fit in a certain class specification, but when acting as 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 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 changed 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.

Effective Date: 12-18-2004	<b>GENERAL ORDER</b>	Number: 03-04
Subject: Class Specification		Page: 2 of 2

**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. Why a position or job exists.
  - 2. How the job is done or position functions.
  - 3. Who does the job.
  - 4. The time, materials and effort required to perform tasks.
  - 5. The responsibility and authority involved.
  - 6. Necessary special skills, abilities or training level.
  - 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 task 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 task analysis dissects each position to determine the following:
    - a. Work behaviors (Duties, Tasks and Responsibilities of the position.
    - b. The frequency with which the work behaviors occur.
    - c. The job-related skills, knowledge and abilities 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 agency personnel, and/or observation and review.

**III. Job / Position Descriptions**

- A. Current job / position descriptions are available to members in the Class Specifications binder located in the Office of Professional Standards, or 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 Commander of Administrative Services.
- 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