

MESA POLICE Department Policy Manual	Job Classifications & Salaries	DPM 1.3.10 Effective 01/10/2013
Approved by: Chief of Police	Chapter: Hiring Process	Page: 1 of 2

1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines pertaining to job classifications and salaries.

2. GENERAL

2.1 Objectives

- A. Determine position classification plan and compensation.
- B. Establish minimum qualification requirements for recruiting, examination, selection, appointment, and promotion.
- C. Establish training curricula and provide guidance concerning the duties and responsibilities of individual positions.

2.2 Job Task Analysis

- A. Includes the duties, responsibilities, and tasks for each position and the frequency these tasks are performed.
- B. Proficiency level needed in the job related skills, abilities, and behaviors.
- C. A written job task analysis for every job in the MPD will be coordinated and maintained by City of Mesa (COM) Human Resources.

2.3 Job Classification

- A. Written plan includes the group of every job into classes based on similarities in duties, responsibilities, and qualification requirements.
- B. Class specification for every job within a class.
- C. Provisions for relating compensation to classes and provisions for reclassification.
- D. The Human Resources Director and the Chief of Police can establish new classes, divide, combine, alter or abolish existing classes in the police department.

2.4 Class Specification Information

- A. Class specification sheets for each job class contain the duties and responsibilities for the particular class.
- B. Class specification sheets are available for review, upon request with reasonable notice, from the Chief's office, PD Hiring Unit or COM Human Resources.

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3. SALARY REVIEWS

3.1 Requesting a Job/Salary Study

- A. A person working in that classification or a member in their chain of command can request a job study.
- B. Forward the request through the chain of command to the Chief.
- C. If the Chief concurs with the request it is forwarded to COM Human Resources for the study.
- D. Salary adjustments resulting from a job study are approved by the Chief of Police and the City Manager.

3.2 Separation of Salaries Between Ranks

- A. Entry level salaries, salaries between ranks, and increases within ranks, may be reviewed each year for fairness by the Chief of Police or COM Human Resources.