

Chapter: 21	Classification and Delineation of Duties and Responsibilities
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Chapter 21 Classification and Delineation of Duties and Responsibilities

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21.1.1 Job Analysis

The City of New Bern's Human Resources Department periodically conducts a task analysis of all positions within its local governmental unit. The analysis is conducted as needed. From the analysis is derived a job description for each such class which will include the following:

- A. **The work behaviors (duties, responsibilities, functions, tasks, etc.)**
- B. **The frequency with which the work behavior occurs**
- C. **How critical the job-related skills, knowledge, abilities are.**

21.2.1 Classification Plan

The City has a written [Classification Plan](#). The Human Resources Director shall be responsible for the ongoing maintenance of the Classification Plan in order to ensure that all City job classifications are reviewed within a three-year period. Department Heads shall be responsible for bringing to the Human Resources Director's attention the need for new positions and material changes in the nature of duties, working conditions, responsibilities, or other factors affecting the classification of any existing position. The Human Resources Director shall review any information brought to his/her attention and shall in turn bring his/her recommendations to the City Manager for disposition.

- A. **Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements**
- B. **Class specifications**
- C. **Provisions for relating compensation to classes**
- D. **Provisions for reclassification**

21.2.2 Job Description Maintenance and Availability

The New Bern Police Department maintains current job descriptions covering all employees. A job description of each job within the Department is available to all personnel on the Department intranet. A documented review will be conducted every 4 years to evaluate current effectiveness of job descriptions.

21.3.1 Master Police Officer/Tele-Communicator Advancement

Upon fulfilling the requirements necessary for advancement to Master Police Officer (MPO) I, II or III and Tele-Communicator (TC) I, II or III will:

1. Complete an Advancement Request.
2. Present the (Advancement Request) to the Training Coordinator, or designee, to verify the training hours, career building activities and performance requirements have been met.
3. The advancement request and addendum should be forwarded through the employee's chain of command.

The Chief of Police, upon approval of the Advancement Package, will return the entire package to the administrative assistant.

The Administrative Assistant will distribute the Advancement Package as follows:

1. Send the original to the Human Resources Department;
2. Provide a copy, minus the PTN, to Training Coordinator to be filed in the officer's training file;
3. Provide copies of original memorandums of advancement to the officer; and
4. Place a copy of the PTN in Departmental personnel file.

21.3.2 Accelerated Advancement

Any employee desiring to apply for the Accelerated Advancement Program (AAP) must meet the requirements listed below to receive an additional six-month's time-in-grade credit toward advancement to the rank of Master Police Officer I or Tele-Communicator II.

Qualifications to participate in the Accelerated Advancement Program: Employee must:

1. Meet and maintain all requirements established by the City of New Bern and the State of North Carolina.
2. Have met the requirements for advancement listed in the Career Development Plan in Chapter 33 for Master Police Officer I and Tele-Communicator II.
3. Must meet time in grade.
4. Have no sustained internal investigations which resulted in disciplinary action within the past 12 months.
5. Have three years prior law enforcement experience.

Any employee who has met all of the requirements for the Accelerated Advancement Program may submit a memo for advancement to the Training Committee Chairman on his/her two-year anniversary and up to the third year of employment. The employee must supply supporting documentation that each requirement has been successfully met. The Training Committee Chairman will review all submitted documentation prior to presentation to the Training Committee for review at the next scheduled meeting following receipt of the memo. Upon approval of the Training Committee, a letter of recommendation will be sent from the Training Committee

to the Chief of Police for final approval. Once the Chief of Police has reviewed the memo and supporting documentation the applying employee will receive a written notification of the outcome of the request.