# DIRECTIVE 21

## CLASSIFICATIONS AND DELINEATION OF DUTIES AND RESPONSIBILITIES

## Revised 10/18/21

#### I. JOB TASK ANALYSIS:

- A. The purpose of the job task analysis is to:
  - 1. Serve as a basis for the determination of a position classification.
  - 2. Provide a basis for establishing minimum qualification requirements for recruitment, selection and appointment, and promotion.
  - 3. Assist in the establishment of training curricula.
  - 4. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.
- B. A written job task analysis of every class of full time employee in the agency is conducted and will be maintained by the Professional Development Unit.
- C. The written job task analysis will include at a minimum:
  - 1. The duties, responsibilities, functions and tasks of each position. **(21.1.1.a)**
  - 2. The frequency with which each task is performed. (21.1.1.b)
  - 3. How critical the work behaviors are. (21.1.1.c)
  - 4. Minimum level of proficiency necessary in the job related skills, knowledge, abilities and behavior. **(21.1.1.d)**

### **II. CLASSIFICATION**

A. New Castle County Code, Chapter 26, Article III, identifies Merit System Rules and Regulations regarding position classifications. Chapter 26 states:

- 1. "...that for each position in County government there must be a grouping of classes based upon, similarities of duties, responsibilities and qualification requirements." **(21.2.1.a)**
- 2. Each "class specification" shall have a "written description of the class, which is descriptive and not restrictive, and contains a class title, a general statement of duties and responsibilities, examples of typical duties performed, and minimum job related qualifications." (21.2.1.b)
- 3. The New Castle County Code also provides for compensation based upon class assignment. **(21.2.1.c)**
- 4. Chapter 26, Article III, of the New Castle County Code provides for a review of position classification. Should an employee believe a position is incorrectly classified, Chapter 26, Article III, provides for review and reclassification (when appropriate) of all positions within New Castle County at least every five years. **(21.2.1.d)**
- B. The Professional Development Section Commander or designee shall assist the Chief Human Resources Officer of New Castle County in the development and maintenance of class specification.
- C. The Professional Development Section Commander or designee shall review once every four years all class specifications of personnel assigned to the New Castle County Division of Police. Changes shall be coordinated with the New Castle County Office of Human Resources. **(21.2.1.d)**

## III. DELINEATION OF DUTIES AND RESPONSIBILITIES

- A. A statement of duties and responsibilities of each position within the New Castle County Division of Police shall be maintained by the Professional Development Section Commander. **(21.2.2)**
- B. A statement of duties and responsibilities shall be available for review by all agency personnel. **(21.2.2)**