



PARADISE VALLEY POLICE GENERAL ORDER

Classifications

Order Number

21.1

Date

12-14-16

21.1 *Classifications*

The development of position task analysis and written position *classifications* is the responsibility of the *Town* Human Resources Department, and *must* be done in compliance with *Town* HR rules and procedures. The Police *Department shall* review and approve each position *classification* for which a police *Department employee may* be assigned, ensuring that the essential functions, work behaviors, frequency with which the work behavior occurs and criticality of the job-related skills, knowledge and abilities of each position within the agency are adequately described within the *classification* description. This review is critical as the position *classification* establishes *hiring*, promotion, training and job performance criteria. The Human Resources Director maintains copies of these position *classifications* and makes them available, upon request, to an *employee*.

