

	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*.