

520 POSITION CLASSIFICATION AND JOB DESCRIPTIONS

- I. PURPOSE: This policy explains the department's responsibility in maintaining and updating as necessary the position classification plan and job descriptions.
- II. DISCUSSION: The position classification plan is the basic document of a modern personnel administration program. It has important roles in recruiting and testing applicants and, equally important, for establishing competitive compensation for the positions in each class of work. As the duties and responsibilities of positions change, those changes should be reflected in the class descriptions. Otherwise, recruiting, testing, and compensating employees will be administered on the basis of erroneous information.

Information for evaluation of the classification plan is gathered, in part, from the documented duties and responsibilities of each job assignment. Therefore, failure to maintain those documents in a current fashion will result in a breakdown of the classification plan system.

III. POLICY:

- A. It is the policy of the Tampa Police Department that all class descriptions and job descriptions be maintained in a current fashion, and that a statement of the duties and responsibilities of each job assignment be kept on file in the Intra-Division Procedures manual.
- B. To accomplish such maintenance, each supervisor is charged with the responsibility of a periodic review of the job description applicable to each subordinate.
- C. Should the statement of duties and responsibilities of any position need revision, relative to an addition, modification, or elimination of a particular task or responsibility, the supervisor will note such change and forward same through the chain of command.
- D. Annually, at the time of budget preparation each commander will review each job description for employees under his/her command and ascertain that the tasks are consistent with the class description for that particular assignment. Class descriptions for each class of employee are filed in the Personnel Unit.
- E. During such review, the commander will consider whether any sworn positions under his/her command should be designated as professional staff.
- F. Any identified non-current description will be noted in the annual budget document with a request for re-classification.

Supersedes SOP 520, dated 12/20.