
	POLICY AND PROCEDURAL ORDER		021-002
	Job Classification – Job Description		Page 1 of 3
	Issued By: Chief Andre Anderson		
Effective: 11/22/1996	Updated: 06/02/2025	CALEA Standards  21.2.2	
Last Reviewed: 06/02/2025			

## I. PURPOSE

The purpose of this order is to establish a system for the development and maintenance of job descriptions and job classification information.

## II. POLICY

- A. It is the policy of the department to compile and maintain a current job description for each job classification. Job classifications and job descriptions will be reviewed at minimum every four (4) years or as needed to update and record current work activities. The position job task analysis survey and job task analysis record sheet are used in maintaining and updating job descriptions.
- B. The City Human Resources Department is the authority for approving job descriptions. The department will make every effort to accurately define job classes and descriptions. Any conflicts between the Police and Human Resources Department will be addressed, clarified, and brought to a mutual conclusion as soon as possible.
- C. Any employee who believes his/her job is so specific that it should have its own job description may apply to the Chief via the chain of command for a reclassification. If a reclassification study is initiated, the Professional Development Section Lieutenant will work with the Human Resources Department in conducting the job reclassification study.

## III. DEFINITIONS



- A. Position - Duties, responsibilities and tasks assigned to one employee.
- B. Job - One or more positions with duties and responsibilities which are identical.
- C. Job Classification - A grouping of jobs for which duties, essential job functions and qualifications are **generally** alike. For example, all Lieutenants fall within the job classification of Lieutenant. The job description for Lieutenant applies to all Lieutenants even though the **specific** duties of the Lieutenants vary.

Attachment A lists the current job classifications for department personnel.

- D. Job Description - A document approved by the Chief of Police and the City Human Resources Director which outlines the duties, responsibilities, essential job functions and qualifications that exist for jobs that are grouped into a classification.

Each job description will contain the following items:



1. Class title.
2. Statement on nature of the work.

	<b>POLICY AND PROCEDURAL ORDER</b>		<b>021-002</b>
	<b>Job Classification – Job Description</b>		Page 2 of 3
	Issued By: Chief Andre Anderson		
Effective: 11/22/1996	Updated: 06/02/2025	<b>CALEA Standards</b>  21.2.2	
Last Reviewed: 06/02/2025			

3. Representative examples of work performed.
4. Essential job functions.
  - a. Essential physical demands of the job.
  - b. Essential environmental demands of the job.
5. Required education and experience.
6. Desired education and experience.
7. Current assignments within job classification.

#### IV. PROCEDURES

- A. The Professional Development Section shall maintain a current list of job classifications and a current job description for each classification. The master copy of all job classifications and job descriptions will be maintained by human resources.
- B. The Professional Development Section Lieutenant will conduct a review of the job classifications. Any new classes that are identified will have a job description written for them. Any job classes that have been removed will have the job description removed from the file. If no changes are indicated, the Administrative Services Section Lieutenant will indicate no changes were made on a signed and dated memo which will be maintained in the file. A copy of the review will be maintained in the job classification file.
- C. For unionized positions, compensation is covered by collective bargaining agreements. For non-union job classes, it is recognized that all members of a class should be treated equally in terms of compensation. If it appears there is a disparity among members of the same class, the Professional Development Section Lieutenant will make a recommendation to the Chief via the chain of command regarding modifying the class or developing a new class.

	<b>POLICY AND PROCEDURAL ORDER</b>		<b>021-002</b>
	<b>Job Classification – Job Description</b>		Page 3 of 3
	<b>Issued By:</b> Chief Andre Anderson		
<b>Effective:</b> 11/22/1996	<b>Updated:</b> 06/02/2025	<b>CALEA Standards</b>  21.2.2	
<b>Last Reviewed:</b> 06/02/2025			

## Attachment A

### JOB CLASSIFICATION LIST

Job descriptions are on file in the Administrative Services Section and in the City Personnel and Human Resources Department for the following job classifications:

Chief  
 Deputy Chief  
 Commander  
 Lieutenant  
 Sergeant  
 Police Officer  
 Detective  
 Administrative Manager  
 Public Information Officer  
 Management Assistant  
 Police Professional Assistant  
 Police Services Specialist  
 Records Supervisor  
 Community Standards Officer  
 Community Standards Supervisor  
 Data Architect  
 Intern