

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES

Chapter 21	Classification and Delineation of Duties and Responsibilities	
Date Initially Effective: 11/15/1994	By the Order Of: Mark Holtzman, Chief of Police	
Date Revised: 08/11/2019	Date Reissued: 10/11/2019	Page 1 of 2

This chapter addresses job task analyses, position classifications, statements describing the nature of work performed by the Department, identification of required work behaviors, skills, knowledge, and abilities, and matters affecting the delineation of duties and responsibilities.

21.1.1 JOB TASK ANALYSIS

CALEA Standard: 21.1.1 (Task Analysis), 11.4.1 (Administrative Reporting Program)

Job task analyses require the examination and identification of the essential elements of various positions and the relationship of those elements to critical knowledge, skills and abilities required to perform the work assigned. The objectives of job task analyses are to:

- Serve as a basis for the determination of a position's classification and compensation plan
- Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion
- Assist in the establishment of the training curriculum
- Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions

Citywide pay grade/pay plan job task analyses and reclassification studies are conducted periodically to maintain a pay plan that is in step with current market conditions for similarly employed personnel in other industries and other government units or other entities. Job task analyses for classes of sworn employees shall be conducted as a component of the City of Greenville, Department of Human Resources pay grade/pay plan reclassifications studies.

Pertinent information about work behaviors may be obtained from assigned personnel within the Department through job task analysis questionnaires and individual or group interviews. Incumbents and their supervisors shall be viewed as significant sources of information concerning the classes under review.

JOB TASK ANALYSIS CONTENT

The written job task analysis shall include:

- The work behaviors (duties, responsibilities, functions, and tasks)
- The frequency with which the work behavior occurs
- How critical the work behaviors are; and
- The job-related knowledge, skills and abilities needed to perform the work behaviors effectively.

The results of the task analyses shall be incorporated into job descriptions prepared in cooperation with the City's Department of Human Resources. The Greenville Police Department's recruitment strategies and procedures will be based on analyses of the nature of the job to be performed; the knowledge, skills, and abilities required to perform the essential job tasks; and any prerequisite personal attributes; all of which shall be defined in the job descriptions.

The results of the task analyses and resulting job descriptions may be used in the development of training program curriculums, promotions, and job performance evaluations.

21.2.1 CLASSIFICATION PLAN

CALEA Standard: 21.2.1 (Classification Plan)

The Greenville Police Department Personnel and Recruiting Officer shall maintain a written copy of a position classification plan consistent with the City of Greenville personnel policies. The position classification plan includes the following elements:

- Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements
- Class specifications for every job within a class
- Provisions for relating compensation to classes
- Provisions for reclassification

21.2.2 MAINTENANCE OF THE CLASSIFICATION PLAN

CALEA Standard: 21.2.2 (Job Description Maintenance and Availability) 11.4.1 (Administrative Reporting Program)

The Greenville Police Department works in cooperation with the City of Greenville Human Resources Department in the development and maintenance of job classifications by contributing information regarding specific positions.

The position classification plan is periodically updated as a result of the City of Greenville, Department of Human Resources, pay grade/pay plan reclassification studies. Between major revisions of the City of Greenville position classification plan, as outlined in the City of Greenville personnel policies, the Chief of Police shall occasionally review the classification of authorized positions in the Police Department and recommend those positions that should be submitted for reclassification. Positions recommended for reclassification by the Chief of Police will be forwarded to the Human Resources Department and the City Manager's Office as a component of the annual budget process. All changes in position classification must be approved by the City Manager and the Director of Human Resources.

Every four years, a documented review of all job descriptions will be conducted by the Administrative Bureau Commander, in conjunction with the Personnel & Recruiting position. The review will ensure that job descriptions are current and are made available to all personnel.

21.2.3 POSITION MANAGEMENT SYSTEM

CALEA Standard 21.2.3 (Position Management System)

The Greenville Police Department's position management system shall be maintained as authorized by City Council through the Office of the Chief of Police. The position management system shall be utilized to ensure that positions are filled in accordance with the Department's budget authorizations.

The position management system shall provide information for the following:

- The number and type of each position authorized in the Greenville Police Department budget
- The location of each authorized position within the Greenville Police Department's organizational structure
- Position status information, whether filled or vacant, for each authorized position

The Personnel/Recruiting Officer shall maintain updated data relative to the information contained in the position management system and shall advise the Chief of Police as to the accounting and status of authorized positions within the Department. Accurate data relative to the status of authorized positions within the Department shall facilitate recruitment and selection, allow for accurate decisions in filling vacant positions through transfers and promotions, and enhance career development activities.

21.2.4 WORKLOAD ASSESSMENTS

CALEA Standard 21.2.4 (Workload Assessments), 11.4.1 (Administrative Reporting Program)

The Greenville Police Department shall deploy personnel in a manner that aids in the provision of efficient and effective services. The deployment of Greenville Police Department personnel shall be consistent with service demands as determined by the workload assessments and other methods of determining personnel allocation and distribution.

To provide for the most efficient and effective use of personnel resources, the Greenville Police Department shall strive to staff each organizational component consistent with the component's workload.

The Greenville Police Department shall attempt to prevent over or under staffing by ensuring that the personnel strength of an organizational component is consistent with workload demands.

Factors influencing workload demands include:

- Number of tasks and their complexity
- Location
- Time required for completion

Through the Office of the Deputy Chief a documented workload assessment shall be completed at least every four years. Each Bureau Commander shall be responsible for submission of a workload assessment for their respective Bureau to the Office of the Deputy Chief. The workload assessment shall specify incidents and factors used in making each workload assessment including any time and location factors necessary to complete a task. The workload assessment shall include an outline of any calculations required and source documents, personnel, and/or equipment necessary to accomplish the task. Upon completing the assessment, conclusions and recommendations for the distribution and allocation of personnel should be compiled with the assessment.

Procedures used for Allocating and Distributing Field Operations Bureau Personnel

The Greenville Police Department's service area is divided into three primary response zones. The zones are identified as South, West, and East Zones and are monitored for volume of calls for service. Each zone represents a percentage of the total calls for service received by the Greenville Police Department. The boundaries of a zone are defined in a manner that allows for equitable distribution of calls for service and for call assignment to be based on proximity.

The allocation process aids the agency in determining the overall number of personnel required to meet the Department's needs and objectives. Personnel allocated to each organizational component shall be distributed and deployed in a manner consistent with workload demands and/or assessments