CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES	Chapter No. 21
Effective Date: **04/01/2018**	**Reference:** **Civil Service Rules & Regulations**

21.1.1 JOB TASK ANALYSIS

Job analysis is a systematic collection of information related to the work behavior (duties, responsibilities, and functions) and the frequency in which it is performed. Also included is the criticality of job-related skills, knowledge and abilities required to perform the job. Job analysis supplies the department with the basic information needed for personnel functions via the use of a standard position description questionnaire and interviews with the employees and supervisors. As a result of this process, a written job description for each classification within the department is developed. The job description provides the following:

A.   The basic function of the job.

B.   A representative listing of the duties performed by the position, including the essential job functions and marginal job functions listed in descending order.

C.   The knowledge, skills and abilities required to perform the job.

D.   The minimum education and experience required performing the job.

E.   Required licenses and certifications for the position.

F.   A description of the working environment/conditions and to whom they report.

The job description provides the minimum qualifications for recruitment, examination, selection, appointment and promotion throughout the department in accordance with Civil Service Rules and Regulations.

The Personnel Department and the Chief's Administrative Assistant maintain a written job description for each classification within the department on file.

A.   All job descriptions for full time classification within the department will be maintained by the Civil Service Secretary and Chief Examiner.

B.   All job descriptions for part time classifications within the department are maintained by the City Personnel Office.

C.   Job descriptions are available for review upon request of the employee or supervisor.

The job analysis is used by the department's training coordinator to develop training curriculum based on the job relatedness of the task performed by the employees.

21.2.1 CLASSIFICATION PLAN

The Pasco Police Department has a written classification plan that conforms to the City of Pasco Policies and Procedures and Civil Service Rules and Regulations. The plan includes:

A. Existence of job specifications for each position within a class.

B. Provisions for relating compensation to job classifications is established through the collective bargaining process for represented employees. Compensation for non-represented employees is established through the City Salary Classification Plan.

C. Provisions for position reclassification are in accordance with Civil Service Rules and Regulations and City of Pasco Policy and Procedures.

D. Grouping of every position into classes, based upon similarities in duties, responsibilities and qualification requirements.

Position classes within the department are as follows:

- Chief of Police

- Deputy Chief

- Captain

- Chief's Administrative Assistant

- Sergeant

- Police Officer

- Lead Police Services Specialist

- Police Service Specialist

- Crime Specialist – Evidence Technician

- Crime Specialist – Analyst

- ISD Administrative Assistant

21.2.2 JOB DESCRIPTION MAINTENANCE AND AVAILABILITY

The Civil Service Commission and the Human Resources Division maintain current position descriptions covering all employees. All position descriptions for each job classification within the agency are available from the Human Resources Division. The Deputy Chief will complete a document review of all job descriptions every four years.

21.2.3 POSITION MANAGEMENT SYSTEM

The department has a position management system which identifies:

- The number and type of each position authorized in the budget

- Location of each authorized position within the organization structure

21.2.4 WORKLOAD ASSESSMENTS

The Deputy Chief is responsible for conducting workload assessments in coordination with Division Captains.

The Pasco Police Department maintains a list of every position within the organization. Each of these positions has a corresponding outline of duties, which was formulated based on a job task analysis. Using this job task analysis, periodic workload assessments are conducted for every position in the department. The purposes of workload assessments are:

A.   Proper distribution of personnel.

B.   Equalization of individual workloads.

C.   Increase the efficiency and effectiveness of the department.

Workload assessments are conducted for each position every four years, or when the Chief of Police deems necessary. Prior to conducting a workload assessment, the captain of the division being assessed, establishes a set of standards for performance and achievement. The common goal of all assessments, regardless of position, is to determine:

A.   Percentage of time worked during a shift.

B.   Percentage of non-directed time during a shift.

C.   Determine staffing needs.

D.   Types of work assigned.

Workload assessments consist of a questionnaire containing a list of job tasks identified in the employee's job description. Employees review the listed tasks and estimate the amount of time they spend doing the task during the course of a normal workweek. After completing the questionnaire, the employee routes the completed form to the Deputy Chief via their immediate supervisor. The Deputy Chief uses the data in the questionnaire to prepare a report documenting the workload of the assessed position.

Completed workload assessments are forwarded to the Chief of Police. The Chief of Police makes decisions regarding distribution of personnel and requests for additional officers based on the results of workload assessments.

The data contained in the completed questionnaire may be verified by using Computer Assisted Dispatch (CAD) printouts for officers or daily activity reports by other

employees or other available computer records. The Chief of Police will determine the need to verify data contained in the workload assessment questionnaire.