

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 160-A

REFERENCE STANDARDS: 21.1.1 21.2.1 21.2.2 21.2.3

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SUBJECT: Task Analysis, Classification, Process and Procedures By Agency Personnel

PURPOSE: The purpose of this Directive is to establish that a job task analysis be maintained for every position in the Department, establish criteria for job classification, and explain availability of job descriptions.

## DEFINITIONS:

**Class Specification:** An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

**Job Classification:** The grouping of positions or jobs for which duties, responsibilities, qualification requirements and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.

**Job Description:** The official statement of the general duties, responsibilities, knowledge, abilities and skills, and the functional objectives of a job assignment.

**Job Task Analysis:** The systematic examination of all positions within the Department, taking into consideration: duties, responsibilities, and tasks of each position; frequency with which each task is performed; and minimum level of proficiency necessary in the job-related skills, knowledge, abilities and behaviors.

**Position:** The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

## I. CLASSIFICATION ELEMENTS (21.2.1)

A. The Village of Hanover Park's written classification plan includes, at a minimum, the following elements:

1. A grouping of every job into classes, based upon similarities in duties, responsibilities and qualification requirements. (21.2.1a)
2. The existence of class specifications for every job within a class. (21.2.1b)
3. Provisions for relating compensation to classes. (21.2.1c)

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4. Provisions for reclassification. (21.2.1d)

II. CLASSIFICATION PLANNING (21.2.2)

- A. The Village of Hanover Park's Human Resources office has the primary responsibility for the development and maintenance of job task analysis, classification, and the delineation of duties and responsibilities of each position in the Department.
- B. The Deputy Chief of Support Services shall assume the Department's responsibility for maintaining liaison with the Village of Hanover Park's Human Resources office in the assessment of all jobs within the Department in formulating the job analysis process.

III. JOB DESCRIPTIONS (21.2.3)

- A. The written job description of each position in the Department is available to all employees from the Village Human Resource Department.

IV. JOB TASK ANALYSIS (21.1.1)

- A. A written job task analysis of every position in the Department is maintained on file. The Village of Hanover Park Human Resources office maintains a written job description of each Police Department position. The elements of the job task analyses include, but are not limited to:
  - 1. The duties, responsibilities, and tasks of each position. (21.1.1a)
  - 2. The frequency with which each task is performed. (21.1.1b)
  - 3. The minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors. (21.1.1c)
- B. Job-task analyses are used in the development of the curricula of Departmental training programs. These are systematic examinations of the functions and task objectives of each job to be performed as it relates to the skills, knowledge, and ability required to perform the tasks or duties of the job.
- C. The objectives of a job task analysis include, but are not limited to:
  - 1. Serving as a basis for the determination of a position classification plan and compensation.
  - 2. Providing a basis for establishing high qualification requirements for recruitment, examination, selection, appointment and promotion.
  - 3. Assisting in the establishment of training curricula.

4. Providing guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.
5. To ensure job relevancy, recruitment strategies and practices shall be based on the written job task analysis of each position.