

CAMBRIDGE POLICE DEPARTMENT

Title: *PERSONNEL CLASSIFICATION*

Procedure: 3.000

Date Issued:

Revised:

PURPOSE:

To provide a structured classification plan with specific requirements and descriptions for each position.

To provide a clear description of those duties and tasks which define the specific job.

To list the job specifications for every position within the Department.

POLICY:

The Police Department will ensure that job classifications are based on an analysis of position requirements, including job tasks, as well as an assessment of the requisite skills, knowledge and abilities. These classifications will then be utilized to define the functions, responsibilities, duties, requirements and specifications of an assignment or position.

PROCEDURE:

JOB TASK ANALYSIS

1. Job analysis is a systematic examination of the functions and objectives of each job to be performed as it relates to the knowledge, training, and skills required to perform the tasks or duties of the job. Job analysis supplies the Department with the basic information needed for many personnel functions.

2. The objectives of job analysis are:
Serve as a basis for the determination of a position classification plan and compensation;

Provide a basis for establishing minimum qualification requirements for recruitment, examination,

selection and appointment, and promotion;

Assist in the establishment of training curricula; and

Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

3. A written job analysis of every position in the Department will be maintained on file. The job analysis will include:

The work behaviors (duties, responsibilities, functions, tasks, etc. of each position).

The frequency with which the work behavior occurs.

The criticality of the job related skills, knowledge, abilities and behaviors.

CLASSIFICATION PLAN

1. The Police Department will maintain a Classification Plan consisting of the following elements:

Categorization of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.

Class specifications for every job within a class.

Provisions for relating compensation to classes.

Provisions for reclassification.

2. The Police Department will identify the responsibilities within a class specification to inform personnel assigned to

a particular classification of their primary duties.

3. The Chief of Police is responsible for the recruitment, selection, and promotion of all sworn personnel. All promotions must have the final approval of the City Commissioners.

4. The Chief of Police will annually review the Department's Classification Plan and, if necessary, make recommendations for revisions.