

## PERSONNEL MANAGEMENT

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### CLASSIFICATION OF DUTIES

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**Purpose:** To set forth Department responsibility concerning classification and delineation of duties and responsibilities.

**Policy Statement:** It is the policy of this Department to maintain a position classification system based on a task analysis of essential job functions.

#### Summary of Changes:

#### Definitions:

**Task Analysis:** A systematic, structured process for dissecting a job into its basic components and identifying essential elements of a job, the key work behaviors, and the knowledge skills and abilities required for these work behaviors.

#### Procedure:

##### 1 Policy

The City of North Little Rock provides a position classification plan, which includes titles, grades, salary ranges and steps for all regular full time positions. The Human Resources Department maintains and keeps on file, a current classification plan with respective salaries. The classification plan specifies class titles and general duties, responsibilities and qualifications for each rank and civilian class.

- 1.1 Positions within the Department are assigned to a specific classification on the basis of an evaluation of similarities in duties, responsibilities and qualification requirements. Positions that are similar are consolidated into a single classification. [CALEA 21.2.1a]
- 1.2 Once a position has been evaluated and assigned to a specific classification, a job description is created and maintained for every position. The job (position) description includes the following specifications: [CALEA 21.1.1b]
  - 1.2.1 Essential duties and responsibilities;
  - 1.2.2 Estimated time spent on essential duties and responsibilities;
  - 1.2.3 Scope of responsibility;
  - 1.2.4 Qualification requirements;
  - 1.2.5 Physical demands of the position;
  - 1.2.6 Work environment; and
  - 1.2.7 Driving requirements.
- 1.3 Each classification has an established pay grade that represents the value of the position to the City in relation to other positions in the organization. [CALEA 21.1.1c]
- 1.4 The Professional Development Division maintains current job descriptions for all members that are available to all personnel. [CALEA 21.2.2]

##### 2 Reclassification [CALEA 21.2.1d]

- 2.1 In order to qualify for a reclassification, the position must have experienced a significant and permanent change in duties and responsibilities. Recommendations for reclassification will be based on the initiative of management.
- 2.2 Division Commanders advocating a reclassification will document the changes in duties and responsibilities to the position to be reclassified.
- 2.3 Recommendations for reclassification along with the supporting documentation will be forwarded to the Chief of Police for approval.

##### 3 Job Task Analysis

- 3.1 A written task analysis exists for each full-time classification and is maintained on file at the Personnel Department. The results of such an analysis are the basis for this agency's job description and includes the following work related elements:
  - 3.1.1 Work behaviors, such as responsibilities, functions and tasks; [CALEA 21.1.1a]
  - 3.1.2 Frequency with which the work behavior occurs; and [CALEA 21.1.1b]
  - 3.1.3 How critical the job-related skills, knowledge and abilities are. [CALEA 21.1.1c]

- 3.2 Any new classification or reclassification will require the development of a new task analysis to be conducted by the Personnel Department.
- 3.3 Division Commanders may modify existing job descriptions with approval from the Chief of Police. All revised job descriptions must be approved by the Personnel Department prior to implementation.

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Patrick Thessing  
Chief of Police