

	POLICY & PROCEDURE	SERIES # 637	PAGE 1 OF 3
	JOB ANALYSIS AND POSITION CLASSIFICATION		EFFECTIVE DATE 01/11/2021
			OVERSIGHT Prof. Standards
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 637 dated 12/08/04.		

I. PURPOSE:

To identify those activities performed by the City of Hampton Human Resources Department which relate to job analysis and position classification and the Police Division's role in supporting and fulfilling these functions.

II. POLICY:

Positions within the Hampton Police Division shall be established, identified and reviewed in accordance with existing city policy.

III. DEFINITIONS:

- A. JOB ANALYSIS – A systematic examination of the functions and objectives of each job to be performed as it relates to the knowledge, skill and abilities required to perform the tasks and duties of the job.
- B. POSITION CLASSIFICATION – The combination of duties and responsibilities to be performed by employees which is identical in all significant respects so that a single descriptive title can be used to identify the work.
- C. JOB DESCRIPTION – An official statement or guideline of the general duties, responsibilities and qualification requirements of a position. The final written product of a position classification.

IV. PROCEDURE:

- A. RESPONSIBILITIES – JOB ANALYSIS and JOB CLASSIFICATION are the primary responsibilities of the City of Hampton Human Resources Department.
- B. JOB ANALYSIS
 - 1. Job analysis provides general information needed for various personnel functions. It serves as a basis for the determination of a position classification and compensation.

APPROVED:
CHIEF OF POLICE



2. A written job analysis of every position in the Police Division shall be performed and maintained by the Human Resources Department. The job analysis will contain:
 - a. Duties, responsibilities and tasks of each position.
 - b. Frequency with which each task is performed.
 - c. Minimum level of proficiency necessary in the job-related knowledge, skills, abilities and behaviors.
 - d. The minimum qualification requirements for recruitment, examination, selection and appointment, and promotion.
3. The Hampton Police Division shall maintain a Job Assignment and Classification Plan in the Division Plans Manual. The Manual shall be made available to all personnel through the Branch Commanders and on the Division Intranet. This Plan shall be updated at least once every 4 years.
4. The Job Assignment and Classification Plan shall contain the City of Hampton Job Descriptions. The plan will also contain a description of every job assignment within the Division.
5. Furthermore, this will provide an available source of information for:
 - a. Guidance to employees and supervisors concerning the duties and responsibilities of individual positions.
 - b. Assistance in the establishment of training curricula.
6. Supervisors and employees will provide job analysis input. These efforts will be used in the development and maintenance of job specifications. This may involve the realignment of duties and responsibilities, reclassification of positions or any other action affecting a position.

C. POSITION CLASSIFICATION

1. The Human Resources Department maintains a classification system which includes:
 - a. Grouping of every position into classes, based upon similarities in duties, responsibilities and qualification requirements.
 - b. Job specifications for every position within a class.

- c. Provisions for relating compensation to position classification.
 - d. Provision for reclassification.
- 2. Copies of police position classifications in the form of city job descriptions will be maintained in Professional Standards.
- 3. Professional Standards will conduct an as needed, review of all positions and position classifications. The purpose of this review shall be to ensure that position classifications are reflective of current jobs within the Division. In the event this process identifies a need for classification development or revision, appropriate measures shall be initiated with the Human Resources Department.
- 4. This review process will also allow for the analysis of civilian positions. Those positions not requiring sworn personnel will be specified as civilian and staffed accordingly.