

DEPARTMENT GENERAL ORDER 09-16

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 07-02/07-02A
SOP 300.42.00

DATE: June 1, 2009

POSITION CLASSIFICATION SYSTEM

I. PURPOSE.

To document the position classification system utilized by the Police Department. This shall include the duties, responsibilities, and necessary qualifications associated with each position, and the provisions for reclassification.

II. DEFINITIONS.

Class - A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.

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.

Position - The duties and responsibilities, or work, assigned to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a "position." Patrol officer would be the "job." A position may have functional responsibility for a single task (e.g. patrol officer, community services officer) or over several tasks (e.g. administrative lieutenant responsible for planning, budget, staff inspections, etc.).

III. GENERAL.

The City of Clayton employs individuals in accordance to the following four employment classifications:

- A. Full-time Employment - Those individuals regularly scheduled to work thirty or more hours a week and who are eligible for employee benefits.
- B. Part-time employment - Those individuals regularly scheduled to work less than thirty hours a week, and who are not eligible for employee benefits unless previously approved.
- C. Special Assignment Employment - Those individuals who are hired to work on a specific project or assignment, or to serve as a substitute employee for a specific amount of time. Such employees are not eligible for benefits.
- D. Seasonal Employment - Individuals hired to perform duties for the City during a particular season, and who are not eligible for employee benefits.

However, the City has developed a more specific job classification system based on the qualifications, duties and responsibilities associated with the various positions necessary to staff and operate different City departments.

IV. TYPES OF JOB CLASSIFICATIONS.

The Police Department will maintain a variety of job classifications, with employees assigned and/or promoted to specific positions/jobs in accordance to educational, training, and job experience requirements.

A. Class specifications

The following full and part-time job classes have been identified within the Police Department:

1. Chief of Police - Department head in charge of the Police Department.
2. Captain of Police - Command of various department bureaus.
3. Lieutenant - Command of various subdivisions in department bureaus.
4. Sergeant - Uniformed and plain clothes first line supervision of sworn/non-sworn personnel.

5. Corporal – Uniformed sworn officer responsible for law enforcement activities and periodic first line supervision.
6. Police Officer - Uniformed and non-uniformed sworn personnel responsible for law enforcement activities and public service.
7. Accreditation Manager – Civilian, non-uniformed position responsible for accreditation process, planning, and grant management.
8. Parking Control Supervisor - Civilian, first line supervision of parking control activities.
9. Parking Controller- Civilian, uniformed personnel responsible for parking control activities.
10. Data Analyst - Civilian, uniformed personnel responsible for crime analysis, clerical/administrative duties.
11. Secretary - Civilian, uniformed personnel assigned to provide secretarial services to the Office of the Chief of Police.

Individual department members placed in a specific class may be assigned to differing positions and/or jobs, and shall have their duties and responsibilities outlined in an appropriate job description.

B. Class Related Compensation

The City shall assign each departmental job class into one of a variety of salary ranges according to job responsibilities, and while a specific salary range may be pertinent solely for an individual job class, others may include one or more similar job positions from other City departments.

Department personnel shall generally be compensated in accordance with the established salary ranges; however, under the City's pay-for-performance plan, an employee's actual compensation may exceed the top value of the range. Should this be the case, the employee will receive a bonus check to cover the overage.

V. RECLASSIFICATION PROVISIONS.

The Chief of Police, in conjunction with the department's bureau commanders, will conduct a review of job descriptions and class specifications on an annual basis. Reclassification, if any, shall then conform to adjustments in department rank and task structure as indicated by the review. The Chief of Police will be required to approve major reclassification provisions and ensure that such requests comply with existing ordinances, and the City's classification plan.

VI. DEVELOPMENT AND MAINTENANCE OF CLASS SPECIFICATIONS.

The Personnel Department shall be responsible to develop, maintain, and upgrade class specifications for the City's entire labor force. The Chief of Police, and/or his designate, shall provide such input into the process as requested.

VII. DEVELOPMENT AND MAINTENANCE OF JOB DESCRIPTIONS.

The department has developed various job descriptions to supplement the basic framework of the overall class specifications. As such, this series of job descriptions shall be used to identify the specific duties and responsibilities associated with each particular position or assignment within the agency.

Job descriptions shall be consistent in their format and will adhere to the City and department classification systems. Job descriptions shall also be reviewed on an annual basis by the bureau commander who possesses the responsibility to manage the positions/tasks described. The purpose of such review will be to ensure the continued relevancy and need for specific positions. Should revisions in a job description be required, or a new position/assignment be created, the draft covering the proposed changes shall be submitted through the chain of command to the Office of the Chief of Police for review and approval. It will then be his responsibility to coordinate the integration of the revised/new job description with the City and department classification systems.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

