



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 8.2	<b>DATE OF ISSUE:</b> July 31, 2011	<b>EFFECTIVE DATE:</b> May 1, 2014	<b>NUMBER OF PAGES:</b> 04
<b>CFA STANDARD:</b> 8 <b>SUBJECT:</b> <i>Classification of Duties &amp; Responsibilities</i> - <b>CLASSIFICATION PLAN</b>	<b>NEW ( ) RESCINDS ( )</b> <b>AMENDS ( x ) OTHER ( )</b>	<b>By Order Of:</b>   <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARDS:** 8.01, 8.02

**SECTIONS:**

- 8.2.1**            **Classification Plan**
- 8.2.2**            **Agency Role**
- 8.2.3**            **Job Description Maintenance and Availability**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To describe the department's classification plan and the department's role in the development and maintenance of class specifications.

**SCOPE:** All departmental personnel.

**POLICY:** Position Classification provides a systematic arrangement of the positions in the municipal service. Similar positions are grouped into “classes” according to the duties, responsibilities and levels of work performed and directly relate the positions to the basis of compensation for employees in the municipal service. Classifications shall undergo continuous revisions and adjustments to reflect changes in the organizational structure and job market. This will ensure an equitable personnel system.

**DEFINITIONS:**

**Job Task Analysis (JTA):** A systematic review of the knowledge, skills, ability and performance (KSA) required to successfully fulfill the duties and responsibilities of a specific position.

**PROCEDURE:**

**8.2.1**            **Classification**

- A. Positions are grouped into classes on the basis of approximately equal difficulty and responsibility which require the same general qualifications and can be equitably

compensated within the same range of pay. Classifications will be used for promotion, developing employee training, determining qualifications, uniform terminology of jobs and in the preparation of interview questions and examinations.

- B. Employees may be required to perform duties in a higher or lower classification for periods of time due to the nature of departmental work.
- C. Each employee shall be paid at the rates set forth for the permanent classification in which he or she serves. Each position is classified according to the established minimum-maximum compensation range as well as Fair Labor Standards Act criteria.
- D. If the Chief of Police has facts which indicate that a position or positions are improperly classified, the Chief of Police may request Human Resources to review the classification of the position. Such requests shall be in writing. Human Resources shall conduct an analysis of the essential functions of the position and submit a written recommendation to the City Manager.
  - 1. Whenever an employee affected by a reclassification feels that his or her position has been classified incorrectly, he or she may appeal the reclassification to the Chief of Police.
  - 2. Should the position be reclassified to a job classification with a higher pay grade than that of the original classification, such change shall be considered a promotion for the incumbent employee(s).
  - 3. Should the position be reclassified to a job classification with the same pay grade as that of the original classification, the position, if vacant, shall be filled by the incumbent employee(s). The incumbent employee reclassified shall maintain his or her same pay, step, grade and date in class.
  - 4. Should the position be reclassified to a job classification with a lower pay grade than that of the original classification, the position, if vacant, shall be filled in the appropriate manner as prescribed by policy.

### **8.2.2 Agency Role**

There are job descriptions for every position in the Police Department that are authorized by the City Commission. The job descriptions in the plan illustrate the essential functions and detail the duties and responsibilities of every position as well as the suggested minimum qualifications.

The job descriptions are developed by the Office of the Chief of Police. The information on each position within the Classification Plan is carefully checked by staff and confirmed by field observation and/or discussion between the South Miami Police Department and the Office of the City Manager, Human Resources Department.

- A. The positions are grouped into classes based on the following criteria:

1. Identical or similar duties and responsibilities.
  2. Similar requirements for training and experience.
  3. Assurance that the same descriptive title and range of pay could be assigned to all positions within the class.
- B. Job descriptions are not unalterable. Police department organizational structure, job content, and Federal and State law changes do occur, and subsequently, require the revision and updating of the job descriptions.
- C. Bureau Captains will periodically review the job description of each employee under their command and determine whether the tasks are consistent with the class description for that particular assignment. Proposed revisions will be submitted to the Chief of Police for review. The Chief of Police will review proposed job description revisions, and other job descriptions, update them as necessary, and forward all proposed changes to the Office of the City Manager.

### **8.2.3 Job Description Maintenance and Availability**

The South Miami Police Department in conjunction with the Office of the City Manager maintains a current job description for every employee. A job description for each job within the department is maintained in the Office of the Chief of Police.

- A. Position descriptions are designed as a “guide” in recruiting and examining candidates for employment, in determining lines of promotion, in developing training programs, and as guidelines in determining salary relationships. They also provide uniform job terminology.
- B. Each Position Description contains a Job Title. Job titles are reasonably descriptive of the kind of work assigned. By using the titles on payrolls, budgets, personnel forms, and other reports dealing with positions, a common terminology is provided.
- C. The Classification Plan also contains the Classification Identification for each position, which is an alphanumeric representation of the position as it is classified according to the Fair Labor Standards Act. Each position is designated a work status of full-time or part-time. The numeric portion of the classification identification series represents the total hours in a workweek for each position.
- D. The General Purpose section within each position description describes the major function of the position and places emphasis on the principle elements of the position to establish the general nature of the job.
- E. The Supervision Received and Exercised section explains the authority and supervisory chain of the organization.
- F. The typical duties and tasks assigned to the position are contained in the Essential Duties and Responsibilities section. This section is meant to be descriptive and explanatory but is not intended to be restrictive or limiting. The purpose is to illustrate the more typical portions of the work performed by the position.

- G. The last section of a position description contains the minimum qualifications. Qualifications listed are ordinarily needed by an employee to successfully perform the duties of the class. Personal characteristics are also required of all employees such as honesty, integrity, and the ability to get along with one's co-workers. These characteristics are assumed to be required qualifications for all positions.

There may be several combinations of knowledge, abilities, skills, education, and experience, which would reasonably be expected to produce the qualifications needed in a job. Position Descriptions make general qualitative distinctions.