TITLE:	CLASSIFICATION AND DELINEATION OF DUTIES

CODIFIED: 14.1

EFFECTIVE: 07/23/04

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PURPOSE

The purpose of this directive is to establish and maintain a system of classification of jobs, and to provide methods of determining job classification, delineation of duties and responsibilities, and for creating job task analysis.

DISCUSSION

Job task analysis provides the agency with the basic information necessary to develop and identify the duties of sworn personnel.

The agency must have a written classification plan and Job Specifications/Description for each position in the agency.

POLICY AND PROCEDURE

14.1.01 At a minimum, the Santa Fe Police Department will maintain Job Task Analyses for all sworn, classified positions within the agency and will file them within the Professional Standards Section of the Santa Fe Police Department. The Police Department will strive to maintain Job Task Analyses for all Police Department positions.

14.1.02 Each Job Task Analysis will be reviewed and revised as necessary.

14.1.03 Job Task Analyses will provide a basis for establishing minimum qualification requirements for:

- Recruitment;
- Initial hiring examination;
- Selection and appointment;
- Promotion;
- Training.

14.1.04 Job Task Analyses will be used to assist the Training and Recruiting Unit Commander in the establishment of training curricula.

14.1.05 Job Task Analyses will be used to show job relatedness for each sworn position within the agency.

14.1.06 Job descriptions will be made available to all members of the agency by the Personnel/Budget Administrator.

14.1.07 The written Job Task Analysis on each position will include:

- The tasks that are required for the position (Duties, responsibilities, functions, tasks, etc.) including any physical requirements;
- The competencies that are required to successfully complete each task;
- The minimum proficiency level necessary in job-related skills, knowledge, abilities and behaviors.

14.1.08 The responsibility for the Job Classifications and compensation, within the City of Santa Fe, resides within the City Human Resources Department. The Job Task Analysis will be utilized when there are requests for reclassification of a position and for the justification of new positions.

14.1.09 The City of Santa Fe will develop and maintain job specifications for each position in the agency.

14.1.10 All Sworn (Classified) positions within the agency will have a current Job Task Analysis on file with the Human Resources Department and Accounting Supervisor.

14.1.11 The Division Commanders will submit task changes to the Sworn JTA's to the Professional Standards Section.

14.1.12 The Professional Standards Section will maintain a file of current Job Task Analysis and Job Specifications for all sworn Officers.

14.1.13 The Professional Standards Section will keep Job Specifications for all civilian positions in the agency.

14.1.14 Current Job Task Analyses and Job Specifications will be available for review by any employee.

14.1.15 The written Job Task Analysis will contain, at a minimum, the following:

- The work behaviors that are required for the position. (Duties, responsibilities, functions, tasks, etc.) including any physical requirements;

- The frequency with which the work behavior is performed;

- The minimum level of proficiency and the criticality of the job-related skills, knowledge, and abilities that is required to be considered as successfully completing the work behavior.

14.1.16 Each Job Description will contain the following:

- Descriptive title for the position;

- Tasks and competencies required for that job;

- Specific duties and responsibilities of the job;

14.1.17 Recommendations will be made by the Chief to the Human Resources Department as to job classification and the overall job classification plan for the agency.

14.1.18 The Chief's recommendation will be reviewed and requires final approval by the Human Resources Department.

14.1.19 It is the intent of this provision to assist the Human Resources Department in their tasks by supplying current information as gathered by the agency.

14.1.20 The City of Santa Fe will conduct a desk audit or similar exercise when a job reclassification is needed.

14.1.21 Each year, the Chief of Police, or his/her designee, will review and revise the classification plan of the agency and suggest any changes in the plan to the Human Resources Department as required.

14.1.22 All employee evaluations will be based on those skills, knowledge and abilities that are found to be necessary for successful completion of the job that is to be evaluated.

14.1.23 From the Job Task Analysis, a minimum level of proficiency will be set for each task by which an employee can be judged as to whether he/she has properly completed the task.

14.1.24 Employee evaluations will be adapted as needed to serve as a proper evaluation tool in conjunction with the applicable Job Task Analysis and Job Descriptions.

14.1.25 Evaluators will use the Job Task Analysis and Job Description as points of reference when completing employee evaluations.

Drafted (adp) 10-00

APPROVED: _____
BEVERLY K. LENNEN
Chief of Police

DATE: ___07-23-04___