



**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-7**

CLASSIFICATION

SUBJECT: Classification and Delineation of Duties and Responsibilities

PURPOSE: To describe the policies and procedures governing the classification of duties and responsibilities for all employees of the California State University Fullerton Police Department.

POLICY: The Department shall maintain a written job classification and description for all positions to identify the important and essential skills, knowledge, and abilities required for successful job performance.

PROCEDURE

I. Definitions

- A. **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.
- B. **Class Specifications** - An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.
- C. **Classification Review** - Analysis of the specific duties and responsibilities of a position to determine if it is properly classified.
- D. **Function** - A general term for the required or expected activity of a person or an organizational component.
- E. **Job** - One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents.
- F. **Job Description** - An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
- G. **Job Related** - A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.
- H. **Organizational Chart** - Visual representation of the reporting structure of the Department in which the subject position is located. The organizational chart is considered part of the Job Description and should be attached to Human Resources forms used in the classification studies and hiring requisitions.

- I. Performance - Something done or performed. As used: actions taken or omitted with regard to specific tasks or assignments.
 - J. Performance Objectives - Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
 - K. Position Audit - Action taken the Human Resources Management Classification Reviewer to secure additional information on the nature of the duties and responsibilities assigned to a position in order to clarify the job description. An audit usually consists of a conference with the employee and/or supervisor, and observation of the duties or inspection of materials.
 - L. Proficiency - The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.
 - M. Skill - A present observable competence acquired or developed through experience and/or training.
 - N. Skills, Knowledge, and Abilities - Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, and associations. Abilities are processes required to perform the various job responsibilities.
 - O. Task - A unit of work performed by an individual to accomplish the goal of a job.
 - P. Task Analysis - A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.
- II. Task Analysis
- A. A written task analysis of every class of full-time employee in the agency is conducted, maintained on file, and includes:
 - 1. The work behaviors (duties, responsibilities, functions, and tasks)
[CALEA 21.1.1a];
 - 2. The frequency with which the work behaviors occur; and [CALEA 21.1.1b]
 - 3. How critical the job-related skills, knowledge and abilities are.
[CALEA 21.1.1c]
 - B. The task analysis information is collected through the use of the *Position Description* form available through Human Resources, which includes:
 - 1. Job summary and purpose of position;
 - 2. Major responsibilities and list of duties for each responsibility;
 - 3. Requirements of the position to include licenses, certificates, unique work conditions and special skills, knowledge and abilities.
 - 4. Employment conditions to include physical, mental and environmental factors; and
 - 5. The purpose and nature of work relationships.

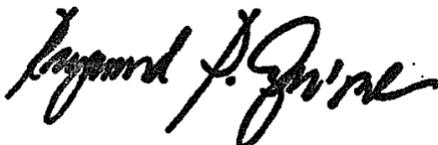
- C. The task analysis process is an on-going program that occurs when a position is filled via recruitment. The *Position Description* form is completed prior to recruitment and announcement of a position and Human Resources performs a work behaviors study, frequency which tasks occur review, and critical analysis of job-related skills, knowledge and abilities survey to insure the position is appropriately classified.
- D. Job Task analysis studies are also performed on a California State University system-wide basis, coordinated by the Chancellor's Office Human Resources Administration Department. Job standards are developed through three main criteria or resources:
1. Issues and needs expressed in a campus survey conducted in reference classifications;
 2. Feedback from human resource and public safety subject experts; and
 3. A review of current position descriptions submitted by campuses.
- III. Job Classification
- A. Written classification plan.
1. Each job is structured and categorized within a "job class" on the basis of similarities in duties, responsibilities, and qualification requirements. [CALEA 21.2.1a]
 2. Each job is further broken down into a "job position" that encompasses the duties and responsibilities for specific positions. [CALEA 21.2.1a]
 3. Job classifications exist for every job within a class and are maintained in the *California State University System Classification and Qualification Standards* and can be found in the CSU web page at <http://www.calstate.edu/HRAdm/Classification/index.shtml> [CALEA 21.2.1b]
 4. Provisions for relating compensation to classes shall be accomplished by two methods [CALEA 21.2.1c]:
 - a. The Office of the Chancellor establishes classification and compensation standards within a range for each class; and
 - b. The campuses have delegated responsibility for final decisions on individual classification and compensation based on the position specifications and the employee's qualifications/performance.
- B. Reclassification of an occupied position to a higher classification occurs when an employee has been or will be performing most, if not all, of the duties and responsibilities characteristic of the higher classification. Provisions for reclassifications [CALEA 21.2.1d]:
1. Either the employee or Management can initiate a request for a reclassification study. A *Classification/Compensation Action Request (CCAR)* form must be completed online.
 2. The employee will prepare a job description on *Position Description* form.

3. The employee and supervisor will review the job description to establish agreement with respect to content.
 4. A current organizational chart and the job description must be attached to the *Classification/Compensation Action Request (CCAR)* form.
 5. Human Resources will review all documents, interview the incumbent and management supervisor, perform an analysis, consult with management and render a decision on the requested reclassification.
- IV. Job Descriptions [CALEA 21.2.2]
- A. The Department maintains current job descriptions covering all employees.
 - B. A job description for each job within the agency is available to all personnel through the Office of the Chancellor's web site or Human Resource Office on campus and is maintained in the Police Department electronic share file. The positions include:
 1. The Police series:
 - a. Police Cadet;
 - b. Police Officer;
 - c. Police Corporal;
 - d. Police Sergeant;
 - e. Lieutenant;
 - f. Captain; and
 - g. Chief of Police.
 2. The Non-sworn series:
 - a. Administrative Support Assistant;
 - b. Administrative Support Coordinator I;
 - c. Administrative Support Coordinator II;
 - d. Administrative Analyst/Specialist I;
 - e. Administrative Analyst/Specialist II;
 - f. Dispatcher I; and
 - g. Dispatcher II.
 - h. Community Service Specialist
 - i. Public Affairs/Communications Specialist
 - C. Each employee is provided with a copy of their job description and signed copies are maintained in their Department personnel file.

REVIEWED BY:

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APPROVED:



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Chief of Police