



# Apex Police Department General Order



<b>Title</b> Job Classification and Analysis		<b>Order Number</b> 309-20
<b>Effective Date:</b> September 24, 2020	<b>Amends:</b> General Order 309-18	
<b>CALEA Standard:</b> 21.1.1.1, 21.2.1, 21.2.2	<b>Rescinds:</b>	
<b>Reference:</b>	<b>Pages:</b> 3	
<b>Forms:</b>		

## Job Classification and Analysis

### Purpose

The purpose of this directive is to establish the department's role in the Town of Apex job classification process and provide for the availability of job descriptions for every position within the department.

### Policy

It is the policy of the Apex Police Department, in coordination with the Town of Apex Human Resource Department, to provide a structured job classification plan to achieve efficient administration, compensation, and equitable treatment of all employees.

### Definitions

*Classification* – The grouping of positions or jobs for which duties, responsibilities, qualification requirements, and conditions of employment are sufficiently alike to justify the same treatment with respect to employee practices.

*Job Description* – A written statement setting forth the duties and responsibilities of a job and the skills, knowledge, and abilities necessary to perform it. (SOURCE: CALEA)

## Job Classification and Analysis

*Job Task Analysis* – A systematic, structured process for dissecting a job into its basic parts for purposes of identifying the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors. (SOURCE: CALEA)

### Job Task Analysis

1. Job task analysis will provide information for:
  - Classifying jobs
  - Establishing hiring, promotion, training, and job performance evaluation criteria
  - Establishing job descriptions for each position (21.2.2)
    - Job descriptions will include a list of the duties and responsibilities of each position within the department
    - The Town of Apex Human Resource Department will maintain a copy of all job descriptions, which are made available to all department employees on the Town of Apex website
    - A documented review of the job description for every position will be conducted at least once every four years
2. The Town of Apex Human Resources Department is responsible for conducting and maintaining on file, a job task analysis of every full-time position within the department. Written job task analyses will include, at a minimum:
  - The work behaviors (duties, responsibilities, functions, tasks, etc.) (21.1.1 (a))
  - The frequency with which the work behavior occurs (21.1.1 (b))
  - How critical the work behavior is (21.1.1 (c))
  - The job-related skills, knowledge, and abilities needed to perform the work behaviors effectively (21.1.1 (d))

### Classification

1. The Position Classification Plan provides a complete inventory of all authorized and permanent positions within the Town of Apex services and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.
2. Composition of the Position Classification Plan will consist of:
  - A grouping of positions in classes which call for the same general qualifications, are approximately equal in difficulty and responsibility, and can be equitably compensated within the same range of pay under similar working conditions (21.2.1 (a))
  - Class titles descriptive of the work of the class
  - Written specifications for each class of positions (21.2.1 (b))
  - An allocation list showing the class title of each position in the classified service
  - Provisions for relating compensation to classes (21.2.1 (c))

## Job Classification and Analysis

- Provisions for reclassification (21.2.1 (d))
3. The Position Classification Plan is used:
    - As a guide in recruiting and examining applicants for employment
    - For determining lines of promotion and in developing employee training programs
    - For determining salary to be paid for various types of work
    - For determining personnel service items in departmental budgets
    - To provide uniform job terminology
  4. The Human Resources Director will allocate each position covered by the classification plan to its appropriate class and will be responsible for the administration of the Position Classification Plan. The Human Resources Director will periodically review portions of the classification plan and recommend appropriate changes to the Town Manager.
  5. All employees will have access to all job classifications through the Town of Apex Intranet.

Text in “Green” denotes a significant change in policy

**BY ORDER OF:**



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John W. Letteney  
Chief of Police