

Directive	Job Task Analysis	200-5	1 of 2
Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

A written task analysis of every class of sworn employee in the Wilkesboro Police Department has been conducted by the North Carolina League of Municipalities. The task analysis shall remain on file in the office of the chief, in the "Pay Plan and Classification Manual". The analysis contains the following:

- A. The work behaviors, including duties, responsibilities, functions, task, etc.
- B. The frequency with which the work behavior occurs; and
- C. The criticality of the job related skills, knowledge, and abilities.

II. CLASSIFICATION PLAN

- A. The police department's job classification plan is located in the office of the chief, in the "Pay Plan and Classification Manual", and includes:
- B. Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements.
 1. Class specifications for every job within a class.
 2. Provisions for relating compensation to class; and
 3. Provisions for reclassification.

III. ROLE OF THE POLICE DEPARTMENT IN THE DEVELOPMENT AND MAINTENANCE OF CLASS SPECIFICATIONS

The police department shall abide by all rules and regulations set forth by local government, and shall contribute fairly to all surveys, questionnaires, etc., in the development and maintenance of class specifications.

IV. JOB DESCRIPTIONS FOR AGENCY EMPLOYEES

The police department maintains current job descriptions covering all employees. Each employee shall be issued a job description of his / her job and job descriptions for each job in the agency is available to all personnel, and are located in the chief's office.

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V. REFERENCES

CALEA 21.1.1, 21.2.1 and 21.2.2