

# Job Classification and Job Task Analysis

## **1123.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide information to the University of Maryland, Baltimore Police Department (UMBPD) members regarding job task analysis, job classification plans, and statements of duties and responsibilities.

## **1123.2 POLICY**

It shall be the policy of the UMBPD that all jobs in the department be classified in a manner consistent with the job task analysis and description for that position. Over time, classifications will be reviewed and changed as the needs of the department are reassessed.

## **1123.3 JOB TASK ANALYSIS**

### **1123.3.1 OBJECTIVES**

The UMBPD job task analysis objectives are to serve as a basis for the determination of a position classification plan, compensation, provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, promotion, assist in the establishment of training curricula, and to provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

### **1123.3.2 WRITTEN JOB TASK ANALYSIS**

- (a) Statements of the duties and responsibilities for each position within the UMBPD are available to all personnel as stated below.
- (b) The position descriptions in the Job Classification appendix include:
  1. The relative importance of the tasks;
  2. The minimum level of proficiency necessary in the job-related skills, knowledge, ability, and behavior;
  3. How these characteristics may be acquired;
  4. Minimum qualifications; and
  5. Methods of measuring or testing for these characteristics.
- (c) The Office of Human Resource Services together with the UMBPD will periodically conduct a job analysis of each position.
- (d) In addition, the Maryland Police Standards and Training Commission (MPSTC) incorporated performance-based objectives relevant to the work of Maryland Police Officers in their mandated entrance level training for police officers. This performance-oriented program is taught in the State of Maryland by certified police academies.
- (e) The MPSTC monitors and audits all police academies to ensure that the task-oriented objectives are being taught and to ensure that entry-level officers acquire the minimum level of proficiency necessary for their job-related skills.

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#### 1123.3.3 POSITION DESCRIPTION

The position analysis conducted by the Office of Human Resource Services includes the duties, responsibilities, and tasks of each position. In addition, the frequency with which each task is performed and how critical the job-related skills, knowledge, abilities, and behaviors are also analyzed.

### **1123.4 DEVELOPMENT AND MAINTENANCE OF JOB CLASSIFICATION**

#### 1123.4.1 CLASSIFICATION

The University of Maryland, Baltimore maintains written specifications for each job class in the classification plan. The written specifications include the grouping of every job into classes based upon similarities in duties, responsibilities, qualification requirements, class specifications for every job within a class, provisions for relating compensation to classes, and provisions for reclassification.

#### 1123.4.2 ROLE OF ORGANIZATION

- (a) All supervisory personnel are responsible to help ensure job classifications are kept current and when changes occur to make recommendations concerning revisions.
- (b) Position descriptions will be reviewed periodically and recommendations concerning position descriptions will be forwarded to the Support Services Bureau Commander or designee.
- (c) A review of job descriptions will be conducted by the Support Services Bureau Commander or designee every four (4) years. The Support Services Bureau Commander will forward any recommended changes through the chain of command to the Chief of Police. The Chief of Police will forward any changes in job classification or specifications to the Office of Human Resource Services for evaluation and approval.

#### 1123.4.3 REVIEW AND REVISION

On an annual basis (normally as part of the budgetary process) the Chief of Police provides input to the Associate Vice President for Human Resource Services as to changes recommended in regards to classification.

### **1123.5 JOB DESCRIPTIONS**

#### 1123.5.1 DUTIES AND RESPONSIBILITIES

- (a) Written job descriptions exist for the following positions and are maintained on file along with descriptions of job assignments for each sworn and non-sworn position within the UMBPD (no particular order).
  1. Chief of Police;
  2. Deputy Chief;
  3. Assistant Chief;
  4. Lieutenant;

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5. Sergeant;
6. Police Officer (UPO II);
7. Police Officer (UPO I);
8. Police Communications Supervisor;
9. Communications Operator, Lead (PCO Lead);
10. Communications Operator (PCO);
11. Security Supervisor;
12. Security Officer;
13. Administrative Assistant II;
14. Administrative Assistant I;
15. Office Manager;
16. Accreditation Manager;
17. Policy Analyst;
18. Crime Analyst;
19. Business Operations Manager;
20. Public Information Officer
21. Program Administrative Specialist; and
22. Program Management Specialist.

(b) Statements of duties and responsibilities for each position within the UMBPD are available to employees, supervisors, and command level personnel. These statements are essential in achieving more effective management and supervision.

(c) An employee will be held accountable for each task and/or responsibility as listed in their job description.

(d) If an employee has any questions concerning their job description, the questions should be asked and resolved through contact with their supervisor.

#### 1123.5.2 AVAILABILITY

Up-to-date descriptions of duties and responsibilities of each job assignment within the UMBPD are maintained in the Office of Human Resource Services. Job descriptions are available for review by all members. They are also available electronically in the policy database under Appendix 4.15.1, Exempt Job Descriptions and 4.15.2, Non-Exempt Job Descriptions, and in the Agency computer drive system at the following path: X/Common/Job Classifications.