

WEST PALM BEACH POLICE DEPARTMENT

I-11 JOB TASK ANALYSIS

EFFECTIVE: 01/01/2005

CALEA Standards: 21.1.1

CFA Standards: 8.01

I. POLICY: The Human Resources Department will provide the Police Department a Job Task Analysis for each position. A Job Task Analysis is an important tool for recruiting and testing applicants. As the duties and responsibilities of positions change, those changes should be reflected in the Job Task Analysis. Analysis will also be instrumental in helping the Department keep members better informed with respect to the duties and responsibilities of each position.

II. DEFINITIONS:

A. Job Task Analysis - A systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge and abilities required to perform the tasks or duties of the job.

B. Job Related- Pertaining to tasks performed or functions required of a specific job classification.

III. OBJECTIVES OF JOB TASK ANALYSIS:

A. The Job Task Analysis (position classification) will also include at a minimum:

1. Duties, responsibilities and tasks.
2. The frequency with which each task is performed.
3. Minimum qualification or level of proficiency necessary in job related skills, knowledge, abilities, and behaviors.
4. Serve as a basis for the determination of a position classification plan and compensation.
5. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion.
6. Assist in the establishment of a training curriculum.

B. Provide guidance to members and their supervisors concerning the duties and responsibilities of individual positions.

C. Job Task Analysis are available to all members from the Staff Services Division.

IV. PROCEDURE:

A. A written Job Task Analysis will be prepared by the Director of Human Resources upon consultation with the Chief of Police or a designee, for each sworn position within the West Palm Beach Police Department. The written Job Task Analysis will be maintained on file in the Staff Services Division and the Human Resources Department. The Job Task Analysis will contain sufficient written detail to adequately identify the duties, responsibilities, the frequency which the work behavior occurs and how critical the job-related skills, knowledge and abilities are for each position.

B. It is the responsibility of the Commander of Staff Services Division to coordinate the Job Task Analysis between the Department and Human Resources.

C. The Director of Human Resources will conduct periodic review of any and all positions in order to determine changes in duties and responsibilities which may affect the status of the Classification Plan.

V. MAINTENANCE OF THE CLASSIFICATION PLAN:

A. The Chief of Police or a designee will report to the Director of Human Resources the addition of new assignments or the elimination of old ones which may affect the duties and responsibilities of any position if it is believed such changes will be permanent.

B. Pursuant to Civil Service Regulations, new positions created in the Department or within a bureau or division will be reported to the Director of Human Resources. This will be the responsibility of the Chief of Police or a designee.

VI. REFERENCE:

- Human Resources Job Task Analysis Book.
- Civil Service Regulations, Rule III, Section 2-6.

Delsa R. Bush, Chief of Police

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Job Title Task Files: Staff Services Commander