

Chapter 12

JOB CLASSIFICATION AND DESCRIPTION

Standards in this chapter relate to job task analysis, classification, and matters affecting the delineation of duties and responsibilities.

Job Task Analysis

- 12.1.1** A written job task analysis of every position in the department is maintained on file.

Comments: The objectives of job task analysis are to (1) provide a basis for establishing minimum job qualifications; (2) assist in the establishment of training curricula; (3) provide guidance to employees and their supervisors; and (4) describe the duties and responsibilities of individual positions. (M M M)

- 12.1.2** The written job task analysis includes:

- o duties, responsibilities, and tasks of each position;
- o frequency with which each task is performed; and
- o minimum level of proficiency necessary in the job-related skills, knowledge, and abilities.

Comments: A variety of valid and useful methods is available for conducting a job task analysis, and no one method is necessarily better than another. Those responsible for the job task analysis may use whatever techniques are the most economical and efficient for analyzing and presenting the basic information required. (M M M)

Classification

- 12.2.1** The department has written job classifications on file.

Comments: Classification involves describing the different kinds of work performed in a department and consolidating similar jobs into classes based upon similarity of duties and responsibilities. (M M M)

- 12.2.2** A written directive specifies the role of the department in the development and maintenance of job classifications.

Comments: If the department has sole responsibility for personnel administration, then it should assume this role. If another department has the responsibility, the directive should define the department's role in the process. The role of the human resource department for the municipality and the department should be made clear. (M M M)

12.3 Delineation of Duties and Responsibilities

12.3.1 A written directive requires a statement of the duties and responsibilities of each position within the department.

Comments: Statements of duties and responsibilities for each position within the department should be prepared and made available to managers and supervisors. Such statements are key elements in achieving more effective management and supervision. (M M M)

12.3.2 A statement of duties and responsibilities of each position is available to all personnel.

Comments: All personnel should be able to review up-to-date descriptions of the duties and responsibilities of each position within the department— particularly duties and responsibilities of the positions that they occupy. (M M M)