
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Job Task Analysis

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CONTENTS:

I. PURPOSE

II. JOB TASK ANALYSIS OBJECTIVES

III. JOB TASK ANALYSIS PROCEDURE

IV. WRITTEN JOB CLASSIFICATION PLAN

I. PURPOSE

- A. To establish Department guidelines for determining and evaluating the duties and responsibilities of each position within the Department, and the minimum levels of education, skills, knowledge, and abilities that are required to perform the duties of that position.
- B. The job task analysis and description of each position, or class of positions, will form the basis from which the job classification plan and the compensation plan will be evaluated.
- C. The job classification plan will be reviewed, and, if necessary, revised, triennially. The compensation plan will be reviewed with each negotiation of the contract (Memorandum of Understanding) as part of the budget process.

II. JOB TASK ANALYSIS OBJECTIVES

- A. Job Task Analysis procedures are implemented to achieve the following objectives:
 - 1. Serve as a reference for evaluating and modifying the Department's job classification and compensation plan.
 - 2. Establish a basis of minimum qualifications for recruitment, examination, selection, appointment, and promotion.
 - 3. Assist in the establishment of training curricula necessary to enhance the basic skills developed at the academy level and through roll call and other on-the-job training.
 - 4. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions, as well as guidance for the performance evaluation process.

III. JOB TASK ANALYSIS PROCEDURE

- A. The job task analysis will be used to formulate and modify job descriptions. A job task analysis will also be conducted by a private contractor for promotional testing (as necessary) prior to the testing process, and for the hiring process. The outside job task analysis will cover

patrol officers, sergeants, detectives and captains. The in-house job task analysis will be conducted on all personnel, focusing on positions not covered by the promotional or hiring testing process. The job task analysis will be conducted every three years.

- B. The source document for the in-house job task analysis will be the "Job Description Questionnaire" (Appendix A). It will be completed by employees assigned to each position in the Department. The following elements are addressed by the questionnaires, and are used for evaluating the job classification plan.

- 1. Job Summary - a brief overall description of the position.
- 2. Job Scope - documents the supervisory and budgetary responsibilities of the position.
- 3. Principal Duties and Responsibilities - a detailed listing of the duties assigned to the position. Such listing will include an accounting of the amount of time the person in the position will spend on each specific duty.
- 4. Minimum Education, Experience and Certification Requirements - establish the minimum levels in each category needed to fulfill the duties of the position.
- 5. Skills, Knowledge, and Abilities - those essential to perform the job in a successful manner.
- 6. Physical Effort - type and frequency of physical effort required of the position.
- 7. Working Conditions - documents the environmental, location, and health and safety conditions under which the task assigned to the position are performed.

- C. Job task surveys conducted by outside sources, as part of the hiring process or the promotion process will be archived by the Research and Development unit.
- D. To ensure that job descriptions are current and applicable, the Job Task Analysis surveys will be reviewed and the data from the surveys will be used to update and revise the Job Classification Plan.
- E. Data from the independent Job Task Analysis will also be used for review of the Job Classification Plan.
- F. The Bureau Directors will remain familiar with the job classifications and descriptions for personnel in their Bureaus. Any necessary changes that come to the Director's attention will be documented on a memo and sent to the Research and Development Officer for incorporation in the Job Classification Plan. This will ensure that the Written Job Classification Plan remains current.
- G. The appropriate Bureau Director and Human Resources will be responsible for evaluating a request for reclassification of an existing position or the development of a new position within their respective Bureau.

1. Reclassification and job evaluations for new positions will be performed in a timely manner.
2. After a request for reclassification of an existing position or the development of a new position is evaluated by the Bureau Director, it will be submitted to the Chief of Police. The request will be reviewed for justification and documentation, and then forwarded to the County Administrator's office for further action.

IV. WRITTEN JOB CLASSIFICATION PLAN

- A. Job Task Analysis data is used to evaluate and modify the written job classification plan. The job classification plan will include:
 1. Categorization of every job on the Department by class on the basis of similarities in duties, responsibilities, and qualification requirements.
 2. Class specifications for every job within a class.
- A. The Job Classification Plan will be considered when negotiating compensation between the Unified Government and the Bargaining Unit.
- B. The Job Classification Plan will be re-evaluated triennially, with provisions for reclassification of positions as necessary. This evaluation will be based on the job task analyses by the promotional testing contractor and by Research and Development.
- C. The Written Job Classification Plan will be kept in each bureau office where it will be made available to Department employees upon request.
- D. The Kansas City, Kansas Police Department Written Job Classification Plan master copy will be kept on file by the Research and Development Unit, and will be made available to all Department personnel upon request.