

Salisbury University Police Department

CHAPTER 21 – CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

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- 21.1 Task Analysis
  - 21.1.1 Job Task Analysis
- 21.2 Classification
  - 21.2.1 Classification Plan
  - 21.2.2 Job Description Maintenance and Availability



Concurrently, the supervisor will complete an updated \_\_\_\_\_ form and submit to Human Resources the revised and PI and a copy of the position's \_\_\_\_\_ form. Upon receipt of the three required documents (Job Analysis Questionnaire, the revised PI and the original PI), Human Resources will schedule an on-site desk audit. Human Resources may contact the supervisor or department head for additional information. After the desk audit, Human Resources will forward to the supervisor the Job Analysis Classification Employee Questionnaire, revised PI and a copy of original PI for review. The supervisor will then be asked to complete the \_\_\_\_\_ form and make any adjustments to the revised PI form. All documents will then be forwarded to the department head for review. Upon the completion of the review the department head will complete the \_\_\_\_\_ form and forward all documents to the Human Resource Office. Human Resources will assess all information and determine the appropriate job classification and forward its recommendation along with the submitted forms/documentation collected during the job analysis process to the Vice President of Administration and Finance for review and approval. At the completion of the reclassification process, Human Resources will provide written documentation of the decision to the employee, supervisor and department head.

## 21.2 Classification

### 21.2.1 Classification Plan

Refer to 21.1.1

### 21.2.2 Job Description Maintenance and Availability

The department maintains current position descriptions (exempt) and position information (non-exempt) forms for all employees and are maintained by the Administrative Assistant. These position descriptions or position information forms, which outline the duties and responsibilities for each employee, are available for review by all sworn and civilian personnel by making a request through the Division Commanders.

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