



General Order 21.1 - Personnel Classification

PURPOSE: Define objectives of job task analysis; describe how job task analysis is filed; define contents of job task analysis; describe the personnel classification plan; describe maintenance of class specifications; outline the annual review of personnel classifications; define duties and responsibilities of classified positions; and describe availability of classification statements.

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AMENDS: 21.1.2, 21.1.3, 21.1.6

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ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

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21.1.1 OBJECTIVES OF JOB TASK ANALYSIS

- A. Periodically, as called for by Civil Service and county personnel policies, a job task analysis will be completed and maintained by the sheriff's Civil Service personnel officer.
 - 1. The position of sheriff's Civil Service personnel officer is vested in the position of county personnel director.
- B. The job task analysis will be used by Civil Service and personnel as needed to:

1. Serve as a basis for the determination of a position classification plan and compensation;
2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion;
3. Assist in the establishment of training curricula; and
4. Provide guidance to employees and supervision concerning the duties and responsibilities of individual positions.

21.1.2 JOB TASK ANALYSIS ON FILE

- A. The completed job task analysis will be kept on file by the sheriff's Civil Service personnel officer.

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21.1.3 CONTENTS OF JOB TASK ANALYSIS

- A. The job task analysis specified in [Section 21.1.2](#), shall contain information as follows:
 1. Nature of work -- To explain the duties and responsibilities of the position.
 2. Illustrative examples of work -- To define the tasks that are performed by that position.
 3. Requirements of work and necessary special requirements -- To specify the minimum level of proficiency necessary in the job-related skills, knowledge, and abilities required.

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21.1.4 PERSONNEL CLASSIFICATION PLAN

- A. The written classification plan of the Sedgwick County Sheriff's Office is expressed and regulated by the sheriff's Civil Service Board policies. Refer to Section 4.0 of the Civil Service policies.

21.1.5 MAINTENANCE OF CLASS SPECIFICATIONS

- A. Review and maintenance of the classification plan is primarily the responsibility of the sheriff's Civil Service Board in conjunction with county personnel.
- B. Sedgwick County personnel policies include provisions for adapting existing classification plans due to changes in services, expansion/contraction of activities, etc.
- C. To assure timely development and maintenance of class specifications, deputies of the rank of captain and above shall notify the sheriff (via channels), in writing whenever:
 1. A plan to install a new type of work or position occurs;
 2. Significant or substantive changes in the work, duties, and/or responsibilities of established classes are contemplated; or
 3. A belief exists that a position has been misclassified.

21.1.6 REVIEW OF PERSONNEL CLASSIFICATIONS

- A. **(R)** Classification undergoes a review based on a classification/reclassification questionnaire completed by specific benchmark positions within the department.
 - 1. **(R)** Periodic review will occur as determined by Sedgwick County Human Resources.
 - 2. Reclassification and review also may be initiated by the sheriff in accordance with existing Sedgwick County personnel policies.

21.1.7 DUTIES AND RESPONSIBILITIES OF CLASSIFIED POSITIONS

- A. A written statement of the duties and responsibilities of each position within the department will be included in the job task analysis as specified in Section [21.1.2](#) and [21.1.3](#).

21.1.8 AVAILABILITY OF CLASSIFICATION STATEMENTS

- A. The classification statements specified in this general order shall be available to all personnel of the department for their review.
 - 1. Requests may be made through the sheriff's Civil Service personnel officer.