



California State University, Los Angeles
Department of Public Safety

NUMBER: I-10 APPROVED: _____
Larry Bohannon, Interim Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/26/2004 Reviewed/Revised: 12/22/19

SUBJECT: **Classification/Delineation of Duties and Responsibilities**

I. PURPOSE:

To describe the policies and procedures governing the classification of duties and responsibilities for the California State University, Los Angeles Police Department.

II. POLICY:

The Department shall maintain a written job classification and description for all positions to identify the important and essential skills, knowledge, and abilities required for successful job performance.

III. DEFINITIONS:

- A. Class. A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.
- B. Class Specifications. An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.
- C. Classification Review. Analysis of the specific duties and responsibilities of a position to determine if it is properly classified.
- D. Function. A general term for the required or expected activity of a person or an organizational component.
- E. Job. One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents.
- F. Job Description. An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
- G. Job Related. A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.
- H. Organizational Chart. Visual representation of the reporting structure of the department in which the subject position is located. The organizational chart is

considered part of the Job Description and should be attached to Human Resources forms used in the classification studies (*Position Description* and *Working Conditions Demand* forms). The chart must include the working title, classification and name of the incumbent for each position in the department.

- I. Performance. Something done or performed. As used: actions taken or omitted with regard to specific tasks or assignments.
- J. Performance Objectives. Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
- K. Position Audit. Action taken the Human Resources Management Classification Reviewer to secure additional information on the nature of the duties and responsibilities assigned to a position in order to clarify the job description. An audit usually consists of a conference with the employee and/or supervisor, and observation of the duties or inspection of materials.
- L. Proficiency. The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.
- M. Skill. A present observable competence acquired or developed through experience and/or training.
- N. Skills, Knowledge, and Abilities. Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, and associations. Abilities are processes required to perform the various job responsibilities.
- O. Task. A unit of work performed by an individual to accomplish the goal of a job.
- P. Task Analysis. A systematic, structured process for dissecting a job into its basics parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.

IV. PROCEDURES.

- A. A written task analysis of every class of sworn employee in the agency is conducted, maintained on file, and includes:
 - 1. the work behaviors (duties, responsibilities, functions, and tasks);
 - 2. the frequency with which the work behaviors occur; and
 - 3. how critical the job-related skills, knowledge and abilities are.
- B. The task analysis information is collected through the use of the *Position Description* form and the *Working Conditions Demand* form available through Human Resources, which includes:
 - 1. Job summary;
 - 2. Requirements of position;
 - 3. Special qualifications;
 - 4. Employment conditions;
 - 5. Educational and technical background required;
 - 6. Essential functions (skills, knowledge, results expected); and
 - 7. Working conditions (physical, mental, and environmental).

- C. The task analysis process is an on-going program that occurs when a position is filled via recruitment. The *Position Description* and *Working Conditions Demand* forms are completed prior to recruitment and announcement of a position and perform a work behaviors study, frequency which tasks occur review, and critical analysis of job related skills, knowledge and abilities survey.

- D. Job Task analysis studies are also performed on a California State University system-wide basis, coordinated by the Chancellor's Office Human Resources Administration Department. Job standards are developed through three main criteria or resources:
 - 1. Issues and needs expressed in a campus survey conducted in reference classifications;
 - 2. Feedback from human resource and public safety subject experts; and
 - 3. A review of current position descriptions submitted by campuses.

- E. Written classification plan.
 - 1. Each job is structured and categorized within a "job class" on the basis of similarities in duties, responsibilities, and qualification requirements.
 - 2. Each job is further broken down into a "job position" that encompasses the duties and responsibilities for specific positions.
 - 3. Job classifications exist for every job within a class and are maintained in the *California State University System Classification and Qualification Standards* and can be found in the CSU web page at <http://www.calstate.edu/tier3/HR-Adm/classstandards.html>.
 - 4. Provisions for relating compensation to classes shall be accomplished by two methods:
 - a. The Office of the Chancellor establishes classification and compensation standards within a range for each class; and
 - b. The campuses have delegated responsibility for final decisions on individual classification and compensation based on the position specifications and the employee's qualifications/performance.
 - 5. Provisions for reclassifications:
 - a. The employee and supervisor will discuss the need for a classification review and request the advice or assistance of Human Resource Management, as needed.
 - b. The employee will prepare a job description on the *Position Description* form (HRM-151A).
 - c. The employee and supervisor will review the job description to establish agreement with respect to content. Any revisions deemed necessary

will be undertaken jointly. If the parties cannot agree as to how a task should be described, the supervisor will note the unresolved disagreement in an attached memorandum.

- d. Order of submission as is follows:
 - 1) Supervisor will prepare an organizational chart to accompany the job description.
 - 2) Department administrator (Chief of Police) will prepare a cover memorandum to Human Resource Management indicating comments and recommendations.
 - 3) Human Resource Management will acknowledge receipt of the classification review request and indicate the appropriate cycle of review in writing to the department with copies to the employee and supervisor.
 - 4) The Director of Human Resource Management will review the audit report and other pertinent materials and render a decision. [See Cal State L.A. Administrative Procedure 355, Classification and Reclassification]
6. The Police series encompasses those positions whose primary function is to ensure the protection and public safety of California State University (CSU) students, faculty, staff, property, and members of the general public who visit the campus. Incumbents assigned to this series must successfully complete a certified Peace Officer Standards and Training (P.O.S.T.) program and become a sworn police officer, licensed to carry firearms.
7. Positions are allocated to levels within the series on the basis of the nature and variety of work, including the:
 - a. difficulty and complexity of assignments;
 - b. the degree of supervisory control exercised over the position;
 - c. the availability and scope of guidelines and authority controlling actions;
 - d. the purpose, level, and nature of interpersonal working relationships; and
 - e. the nature and extent of supervisory responsibility for the work of others.
8. Incumbents in the Police series have primary responsibility for patrolling the campus, maintaining order, controlling crowds, protecting individuals and property, conducting investigations, gathering evidence, making arrests, and writing reports.
9. All Police positions in this series require at least:
 - a. a working knowledge of federal and state laws;
 - b. ability to identify and evaluate sensitive and/or dangerous situations and take appropriate action quickly and calmly;
 - c. make clear, concise written and oral reports of observations and actions taken;

- d. ability to establish and maintain effective working relationships with campus personnel, students, community agencies, and the public; and
 - e. ability to meet physical and mental demands of the job.
10. Additionally, Police incumbents may be delegated responsibility for additional assignments to meet unique public safety needs. Examples include: range master, field training officer, investigations, bicycle patrol, defensive tactics instructor, critical response team member, and crime prevention specialist.
11. The Department maintains current job descriptions covering all employees, and a job description for each job within the agency is available to all personnel through the Office of the Chancellor's web site, Human Resource Management Office on campus, or upon request from the Chief of Police. The positions include:
- a. The Police series:
 - 1) Police Cadet;
 - 2) Police Officer;
 - 3) Police Corporal;
 - 4) Police Sergeant;
 - 5) Lieutenant (MPP);
 - 6) Deputy Chief (MPP); and
 - 7) Chief of Police (MPP).
 - b. The Non-sworn series:
 - 1) Administrative Analyst/Specialist;
 - 2) Administrative Service Manager (MPP);
 - 3) Administrative Support Coordinator;
 - 4) Administrative Support Assistant;
 - 5) Accounting Technician;
 - 6) Community Service Specialist;
 - 7) Dispatcher; and
 - 8) Fire Alarm Technician (Equipment Technician).
12. A documented review of job descriptions of all employees will be completed every four years, ensuring job descriptions are current and made available to all personnel.
- F. Role of the Department in the development and maintenance of the class specifications within the classification plan.
- 1. The Office of the Chancellor is responsible for the establishment of the system-wide classification plan.
 - 2. All members of the department may prepare and forward through the chain-of-command changes and additions to the current plan via written justification.

3. Bargaining Unit members may forward through their representatives information related to the classification plan at anytime, including recommendations for changes in compensation, position titles, the establishment of new classes, and reclassifications as they deem appropriate.

V. APENDICES: None.