University of Wisconsin–Madison Police

Policy: 21.1
SUBJECT: POSITION DESCRIPTIONS
EFFECTIVE DATE: 06/01/10 **REVISED DATE: 09/01/14**
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POLICY:
The University of Wisconsin–Madison Police Department, in coordination with the University Classified Human Resources, shall establish and maintain written job task analyses. The Department shall maintain a job classification plan and written job descriptions for every position. Positions descriptions shall be made available to all personnel.

DEFINITIONS:
"Class specification" refers to an official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class. Classification specification defines the nature and character of the work of the class through the use of any or all of the following: definition statements; listings of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; and such other information necessary to facilitate the assignment of positions to the appropriate classification.

"Job classification" refers to the grouping of positions or jobs for which duties, responsibilities, qualification requirements, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.

"Job description" refers to the official statement of general duties, responsibilities, knowledge, abilities, skills and the functional objective of a job assignment.

"Job task analysis" refers to the systematic examination of all positions with the Department, taking into consideration the duties, responsibilities, and tasks of each position; the frequency with which each task is performed; and the minimal level of proficiency required in the job-related skills, knowledge, abilities, and behaviors.

"Position" refers to the duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

PROCEDURE:
21.1.1 TASK ANALYSIS
The following shall provide guidelines for task analysis:

A. University of Wisconsin Classified Human Resources staff, in coordination with police management, conducts and maintains task analyses on all classified positions within the Police Department. These analyses ensure that accurate and appropriate position descriptions are available and reflective of the job duties, knowledge, skills and abilities required for the position. Task analysis defines the nature and character of the work.

B. Key elements of the job task analysis include, but are not limited to
   1. Work behaviors (duties, responsibilities, functions, tasks, etc.) of each position;
   2. Frequency with which work behavior occurs; and
   3. Criticality of the job-related skills, knowledge, and abilities.

C. When evaluating positions, the University of Wisconsin Classified Human Resources may look at a variety of factors, such as former incumbent's duties, other positions that perform similar duties, and other positions within state agencies. The final classification decision is based on the majority (51% or more) of duties performed and the resulting "best fit" within the existing class structure.

21.1.2 CLASSIFICATION PLAN

The following describes the agency's written classification plan:

A. The Office of State Employment Relations (OSER) provides guidance in a manual entitled, "Wisconsin Human Resources Handbook" (WHRH). Two key WHRH chapters that apply to "Classification and Delineation of Duties" are
   1. WHRH Chapter 310 – "Completion and Use of the Position Description"; and
   2. WHRH Chapter 370 – "Classification Policies and Procedures for the Analysis of Reclassification and Reallocation Requests."

B. Utilizing the WHRH, the University of Wisconsin-Madison has developed a written classification plan that includes, at a minimum, the following elements:
   1. Categorization of every job by class on the basis of similarities, duties, responsibilities, and quail-fication requirements;
   2. Class specifications;
   3. Provisions for relating compensation to classes; and
   4. Provisions for a reclassification.

C. The University of Wisconsin Classified Human Resources maintains the written classification plan for the Department. This plan facilitates efficient administration, compensation, and equitable treatment of personnel. The classification plan for all positions in the classified service is made up of classes described in class specifications and assigned to pay rates or ranges in accordance with the provisions of Wisconsin Statute 230.09(2)(b). Each established classification shall include all positions that are comparable with respect to authority, responsibility and nature of work required. Employment classifications are located on the Office of State Employment Relations Website.

D. The provisions for reclassifying or reallocating an employee are found in WHRH Chapter 370, "Classification Policies and Procedures for the Analysis of Reclassification and Reallocation Requests." Reclassification for classified state government positions are considered a personnel transaction used to allocate or assign a filled position to a different classification when the position has experienced logical and gradual changes to the point at which a different classification becomes more appropriate or when the incumbent has attained the specified education or experience required in a formally defined progression series. Reallocation is another personnel transaction used to allocate or assign a filled position to a different classification based on a number of reasons that are specifically described in the Wisconsin Administrative Code.

21.1.3 JOB DESCRIPTION MAINTENANCE AND AVAILABILITY

The following describes the job description maintenance and availability:

A. A written job description of each position in the Department is available to all employees. These position descriptions are made up of several sections that are an end result of a task analysis. They may include, but are not limited to the following:
   a. Position Summary
   b. Goal Statements
   c. Task Statements
   d. Knowledge, Skills and Abilities
   e. Special Requirements and Additional Requirements (if appropriate)
   f. Schedule Comments
   g. Supervisor, Management, or Confidential Analysis form(s) (if appropriate)
   h. Essential Functions of the Position
   i. Organizational Charts

B. Job descriptions are maintained and made available to all employees by the University of Wisconsin Classified Human Resources. Position descriptions shall be updated with significant changes in job responsibilities. The Personnel Sergeant is responsible for ensuring the continued accuracy of position descriptions.