



UW-Madison Police Department

Policy: 21.1

SUBJECT: POSITION DESCRIPTIONS

EFFECTIVE DATE: 06/01/10

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POLICY:

The UW-Madison Police Department, in coordination with the University of Wisconsin-Madison's Office of Human Resources, shall establish and maintain written job job analyses. The Department shall maintain a job classification plan and written position descriptions for every position. Position descriptions shall be made available to all personnel.

DEFINITIONS:

"Class specification" refers to an official document 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.

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

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

"Position" refers to the duties and responsibilities, or work, assignable to one employee.

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

PROCEDURE:

21.1.1 JOB ANALYSIS

- A. University of Wisconsin-Madison's Office of Human Resources staff, in coordination with police management and HR staff, conducts and maintains job analyses on all University Staff 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 to effectively perform the work behaviors for the position(s).
- B. Key elements of the job job analysis include, but are not limited to
 1. Work behaviors (duties, responsibilities, functions, jobs, etc.) of each position;
 2. Frequency with which work occurs; and
 3. Criticality of the job-related skills, knowledge, and abilities.
- C. When evaluating positions, the University of Wisconsin-Madison's Office of 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

- A. 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 qualification requirements;
 - 2. Class specifications;
 - 3. Provisions for relating compensation to classes; and
 - 4. Provisions for reclassification.
- B. The University of Wisconsin-Madison's Office of Human Resources maintains the written classification plan for the Department. This plan facilitates efficient administration, compensation, and equity in similar class specifications. The classification plan for all positions in the University Staff 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 University of Wisconsin-Madison's Office of Human Resources Website.
- C. The policies for reclassifying or reallocating an employee are found with the University of Wisconsin-Madison's Office of Human Resources. 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 POSITION DESCRIPTION MAINTENANCE AND AVAILABILITY

- A. A written position 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 job analysis.
- B. Position descriptions are maintained and made available to all employees by the [University of Wisconsin-Madison's Office of Human Resources](#). Position descriptions shall be updated with significant changes in job responsibilities; if there are no significant changes in job responsibilities, there will be a documented review of position descriptions of all employees at a minimum of every four (4) years. The Support Services Captain is responsible for ensuring the continued accuracy of position descriptions.