

Position Descriptions

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the Department.

1032.2 POLICY

It is the policy of the Kalamazoo Department of Public Safety to develop unique position descriptions for each assignment within an established rank or classification.

1032.3 PROCEDURE

The Human Resources Department will generally develop and maintain classification specifications (e.g., Public Safety Officer, Sergeant, Lieutenant). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in Human Resources Department rules, local civil service rules or collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.