

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Written Analysis		CHAPTER/SECTION NO.: 15.1, 15.2	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 21.1.1			

15.1 Purpose

- 15.1.1 The purpose of job analysis provides the Sheriff's Office with the basic information required to:
- A. Design and maintain existing individual jobs or to create new positions.
 - B. Establish a source of information for the formulation of a comprehensive position classification and compensation plan.
 - C. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.
 - D. Identify dimensions and skills required in the performance of the law enforcement related task and address these requirements in the training curriculum.
 - E. Provide a basis for:
 - 1) Establishing standards for recruiting and testing.
 - 2) Establishing a means of analyzing work distribution areas of responsibility, lines of authority, and other relationships between positions.
 - 3) Developing standards of work performance.
 - 4) Establishing lines of promotion.
 - 5) Indication of training needs.
 - 6) Providing uniform titles for positions.

15.2 Policy

15.2.1 The written analysis resulting from the preceding information will be conducted and maintained on file by the Department of Human Resources. The results of the job analysis will be provided to the Sheriff for review and recommendation to the HRS Office, by way of position description.

15.2.2 Job Analysis Process

A. The process of job analysis will be coordinated by the Department of Human Resources with assistance from the Chief Deputy or his/her designee. Each position within the Sheriff's Office will be addressed in a written analysis. The analysis should encompass:

- 1) The duties, responsibilities, and tasks of each position.
- 2) The frequency of task performance.
- 3) The minimum level of job-related skills, knowledge, and abilities required.

15.2.3 Review and Revision

A. The Department of Human Resources with assistance from the Chief Deputy or his/her designee will be responsible for an annual review of the Sheriff's Office classification plan. The review should include:

- 1) The confirmation that a job description exists for all classification positions.
- 2) The identification of necessary revisions and recommendations for job reclassification where needed.
- 3) A record of the inspection including the documentation of the date of the inspection, and signature of the inspector, if no revisions are required.

B. Reviews should also be done when significant changes in class occur, whether through

attrition, modification, or deletion of
duties and responsibilities.