Police Officer I #01615
City of Virginia Beach – Job Description
Date of Last Revision: 10-16-2018

FLSA Status: Non-Exempt    Pay Plan: General    Grade: Y22

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Enforce state laws and local ordinances and arrest suspected violators of the law pursuant to statutory requirements; respond to citizen-initiated calls for service and conduct self-initiated investigations while patrolling specifically defined geographic area; prepare various reports and documents; and discharge other related administrative duties and responsibilities.

Representative Work Functions and Responsibilities
Training and Preparation for Duty
1. Account for and maintain uniform, equipment (e.g., weapons, MDT, radio, radar, flashlight), and other materials (e.g., report forms, ticket books) needed to perform duties
2. Inspect and prepare vehicle and associated equipment (e.g., sirens, lights, GPS) for proper maintenance and readiness for use
3. Read information (e.g., emails, crime analysis bulletins, other written notices) relevant to criminal intelligence, work assignments, and general operations
4. Attend muster to provide/receive oral reports to/from supervisors and other officers
5. Attend in-service training, in classroom and field settings, to maintain knowledge and skills (e.g., legal issues, Department policies and procedures, defensive tactics, driving skills)
6. Attend firearms qualification training and re-certification

Patrol and Community Policing Service
1. Adhere to the Department's core values (PRIDE) in support of the Virginia Beach Quality Services System (VBQSS), providing high quality, effective service to enhance safety and quality of life for citizens
2. Patrol assigned geographic area (e.g., beat, zone) in patrol car, including monitoring radio calls for service, to observe and detect unusual activities or circumstances and violations of law to deter crime and provide service to public
3. Patrol assigned location (e.g., school, Town Center, ocean front, problem building or area) on foot, bicycle, or small motorized vehicle, including monitoring radio calls for service, to observe and detect unusual activities or circumstances and violations of law to deter crime and provide service to public
4. Create and conduct planned patrols to address high crime areas or special needs
5. Operate equipment needed during patrol (e.g., radio, MDT, lights, siren, radar)
6. Maintain familiarity with characteristics of patrol area (e.g., local businesses, problem locations) and crime trends in the area to minimize susceptibility to crime and increase effectiveness of law enforcement
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7. Establish relationships with citizens and potential informants to gain information about criminal activity and concerns about safety and quality of life issues
8. Provide assistance to civilians seeking help or information (e.g., directions, explanations of policies and laws, referrals to other City or social service agencies/entities)
9. Attend community meetings (e.g., Civic Leagues) to provide information and answer questions

Incident Response
1. Monitor MDT and radio calls for service in precinct to respond to assigned incidents and/or assist other officers
2. Operate police vehicle in various response modes and under various environmental conditions
3. Respond to various types of disturbances (e.g., domestic disputes, disorderly juveniles, landlord/tenant disputes, alarms)
4. Respond to crimes against persons (e.g., battery, assault, sexual assault, robbery, identity theft) to identify victims, offenders, and witnesses and effect arrest
5. Respond to crimes against property (e.g., vandalism, burglary, felony theft, trespassing, arson, motor vehicle theft and/or recovery)
6. Respond to reports of medical emergencies and mentally disabled subjects and places individuals in protective custody as needed (e.g., abused child, elderly or mentally ill adult)
7. Respond to general service calls (e.g., suspicious situation, 911 hang up, abandoned building, animal control violation, prowling, citizen locked out, business/peddler violation, quality of life issues)
8. Conduct searches for missing juveniles, wanted persons, and other missing persons
9. Perform assigned responsibilities in hostage, barricaded subject, and other high-risk situations
10. Assess situation at call/incident (e.g., severity, location, need for assistance) to determine appropriate response
11. Follow orders and instructions and coordinates activities with Police Department personnel and/or other public agencies (e.g., Fire Department, social service agencies) at call/incident
12. Transport or secure transportation for persons needing aid (e.g., victims, mental patients, non-threatening motorist assist)
13. Inform dispatcher of operational status and other pertinent information (e.g., unusual occurrences, description of suspect or vehicle)
14. Manage interactions with individuals at scene of call/incident (e.g., victim, suspect, bystanders, friends and family involved individuals)
15. Control and/or disperse crowds using verbal commands, containment, or hands-on means
16. Use force (e.g., control techniques, taser, baton, chemical agents, firearm) when necessary to restrain or control a violent or resisting person and completes related documentation

Scene Security and Preliminary Investigations
1. Locate, secure, and protect crime/incident scene by establishing and maintaining perimeter
2. Analyze crime scene to determine whether a criminal offense has occurred (e.g., type of offense, means of entry/exit, damage to property, injuries)
3. Broadcast suspect description and other relevant information over the radio
4. Notify Detective Bureau and provide briefing to relay information about the incident
5. Request other Department and external resources (e.g., supervisor, assist units, K-9, Traffic, Fire) as needed
6. Coordinate activities at the scene until relieved of incident command
7. Seek out, interview, and document personal information from complainants, witnesses, victims, and suspects at incident scene to identify parties involved, gain information or evidence, and answer questions
8. Identify and document elements of crimes, potential witnesses, and suspects to produce prosecutable cases
9. Track persons from the scene (e.g., footprints, trail of evidence)

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10. Seek out, identify, and preserve evidence at crime scene
11. Process crime scene to identify forensic evidence, including photographing, collecting, packaging, and/or labeling physical evidence
12. Maintain chain of custody of evidence and property, including transporting and processing evidence into system and storage
13. Provide needed information (e.g., court dates, initial investigation procedures) to victims, family members, or witnesses
14. Conduct neighborhood canvasses to assist Detective Bureau in locating additional witnesses and information

Detention/Arrest and Processing
1. Communicate with individuals (e.g., consensual encounters, at calls for service) and determine whether probable cause or reasonable suspicion exists for initial stops and/or warrantless searches of individuals in keeping with constitutional guidelines and state laws
2. Pursue wanted individuals on foot as needed to capture and effect arrest
3. Request identification, question suspects about activities, and determine probable cause and applicability of Miranda when detaining suspects or when effecting an arrest
4. Perform pat-down/search procedures on stopped individuals, when applicable, and search and seizure procedures on individuals incident to arrest
5. Seize, document, and properly store evidence/property discovered during custodial search (e.g., weapons, contraband, fruits of crime)
6. Handcuff suspects/prisoners (cooperating, non-cooperative, and resisting) when necessary or required by policy
7. Record arrest of individuals (e.g., completes reports, forms, warrant affidavits, subpoena) to document arrest and possible detention, including determining proper charges (e.g., felony, misdemeanor, release on summons) and court information
8. Review computer information (e.g., VCIN/NCIC, criminal history records) about suspects/arrestees
9. Determine status of arrestee (e.g., juvenile, requires medical attention) and transports prisoners or arranges for transportation to the proper location (e.g., hospital, jail, another jurisdiction)
10. Escort and guard prisoners while in Police Department custody
11. Inventory and document prisoners’ personal effects as part of the booking process
12. Present probable cause to magistrate to obtain/serve warrant

Traffic Enforcement and Crashes
1. Make stops of vehicles for cause or reasonable suspicion (e.g., defective equipment, expired tags, speeding, suspected intoxicated driver)
2. Conduct tactical/safe traffic stops and communicates information (e.g., location, circumstances) over the radio
3. Approach vehicle with caution, watching for unusual or potentially dangerous circumstances, informing driver of reason for vehicle stop, asking for identification, and investigating further to determine probable cause for other crimes through questioning, observation, and inspection
4. Examine licenses, vehicle registrations, inspections, and equipment
5. Issue warnings, violations, and summonses, explaining reasons and consequences and judicial process to violators
6. Conduct record checks (e.g., queries DMV database) on vehicles and traffic violators
7. Operate speed measuring devices (e.g., pace, radar equipment, laser)
8. Pursue suspects in vehicles and utilizes vehicle pursuit tactics (e.g., tire deflation devices) in accordance with policy
9. Conduct field sobriety tests to determine probable cause to arrest for DUI or DUID, including requesting breath or blood tests
10. Participate in various types of traffic initiatives/checkpoints (e.g., lights and equipment, DUI, seat belt, speed measuring devices, and pace circuits)
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11. Stabilize, secure, and protect scene of traffic crash
12. Check scene and surrounding area for persons who may have been injured in traffic crash and determine if medical or other specialized assistance (e.g., fatal crash team) is required
13. Investigate traffic crashes and collect relevant information, including conducting interviews, taking measurements, observing surroundings and traffic control devices, and photographs
14. Check operating condition of involved vehicle equipment (e.g., lights, turn signals, brakes) and inspect for damage if possible
15. Explain reporting requirements and assist crash victims in exchange of information
16. Advise vehicle owners to remove disabled vehicles from the roadway and/or use push guard or request appropriate resources (e.g., Fire Department, tow service) to remove vehicles or debris obstructing traffic or clean spills at crash scene
17. Direct/reroute traffic using flashlights, hand signals, flares, and whistles or take other necessary action to ensure a safe and orderly flow of traffic in various situations (e.g., traffic stops, crashes, traffic lights/signals not operating, broken down vehicles, special events)

Emergency and Disaster Control Activities
1. Evacuate persons from dangerous situations (e.g., fire, chemical spill, bomb threat)
2. Rescue persons in life threatening situations (e.g., officer down, drowning person, traffic crash victim), if possible, including requesting specialized response units or other agencies
3. Administer basic first aid or other medical attention when necessary (e.g., CPR, control bleeding, treat choking, AED)
4. Identify hazards to life and property (e.g., downed power lines, flooded streets, malfunctioning or damaged traffic control devices) and take appropriate action or make notifications to responsible agencies

Court and Administrative Duties
1. Collect, organize, and review relevant information (e.g., reports, criminal history, DMV records, identification of witnesses) about a case prior to testimony, including discussing case with prosecuting attorney
2. Present evidence and testify in judicial proceedings (e.g., traffic court, criminal trial)
3. Make appropriate notifications in situations involving court appearances (e.g., receipt of subpoena, inability to attend court)
4. Prepare and submit written records and reports using proper format and codes for City and State forms (e.g., Incident Reports, Adult Arrest/Juvenile Detention Worksheet, Virginia Uniform Summons, Police Crash Report, Investigative Reports and Case Files)
5. Screen appropriate cases with supervisor and duty Commonwealth Attorney for approval of prosecution and/or seizure
6. Complete Police Department internal forms, logs, and reports (e.g., overtime slips, ICS forms, self-evaluation, planned patrol)
7. Answer and return telephone calls and monitor email and Department databases for relevant messages or information

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Adhere to the City and Departmental mission, City values and Departmental core values, and strategies; demonstrate working knowledge of beat and know locations of owners of businesses; read crime analysis bulletins and pass on related information at muster; consistently obtain required information from victims,
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witnesses, and suspects to develop cases more fully; follow legal and Department standards to identify, collect, and preserve pertinent evidence; attempt innovative investigative techniques when conventional strategies are unproductive; submit reports in a timely manner, with required block and narrative information completed and few deficiencies in substance or organization; communicate effectively in a manner which is easily understood, whether orally or in writing; appropriately apply criminal or motor vehicle statutes to correctly charge offenders; ensure the constitutional rights of suspects; consistently follow Department standards to maintain physical control while handling prisoners; remain objective while delivering testimony in court and do not give superfluous or unneeded testimony, considering questions carefully prior to responding to them; treat citizens in an unbiased fashion and professionally represent the Department to those with whom they come into contact; ensure that issued equipment is operated and maintained according to Departmental/City policy requirements; impartially enforce criminal and traffic codes; and discharge administrative duties and responsibilities according to City policy and Departmental guidelines.

**Minimum Qualifications**

High school diploma or GED.

Completion of the Virginia Beach Police Department Basic Recruit Academy or completion of a Virginia Criminal Justice Services Commission approved training (within the last 24 months) or completion of a comparable training program in another state with experience in fields utilizing the required knowledge, skills and abilities, such as police law enforcement.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

U.S. citizenship as of the academy graduation date.

Age 21 by the academy graduation date.

Eligible for issuance of a handgun permit by the Commonwealth of Virginia.

Successful completion of the selection process, including testing required for the police officer recruit level, full background investigation, polygraph, medical and psychological exams.

Must be classified as fit for employment by the Occupational Health Office and able to pass the Department's annual physical assessment test.

Must refrain from using all tobacco products on and off the job.

**Special Requirements**

Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

This is a safety sensitive position and is subject to random drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

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Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City’s operational status.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**

**City, State, and Federal Laws and Regulations**

1. The Virginia Beach City Code (as amended), including criminal and motor vehicle laws and the elements which constitute a specific offense or class of offenses, to enforce City laws
2. The Code of Virginia 1950 (as amended), including criminal and motor vehicle laws and the elements which constitute a specific offense or class of offenses, to enforce State laws
3. Constitutional law as it relates to police operations and procedures to enforce laws and protect citizens’ rights

**City and Department Policies and Procedures**

1. Departmental operating procedures, policies, rules, and regulations, including written directives issued or authorized by the Chief of Police, to conduct activities in compliance with established organizational guidelines
2. Administrative and Human Resources policies of the City of Virginia Beach to comply with established policies and related procedures
3. City and Department core values and missions to ensure provision of high quality, effective service to enhance safety and quality of life for citizens

**Principles, Concepts, and Resources for Performing Police Work in the City of Virginia Beach**

1. Departmental communication systems, including radio, computerized dispatch, and automated data systems, to communicate effectively and timely with members of the Police Department and other City departments and external agencies
2. Basic field operations, patrol procedures, and investigative techniques to meet expectations, utilize resources, and ensure officer and public safety
3. Court procedures and rules of evidence to ensure proper handling of court cases, promote successful prosecutions, and support court testimony
4. Operation of City and state agencies and the services which are provided to the community to promote effective coordination with police operations and service to the public
5. Geographical area to be patrolled, including City streets and identifiable landmarks, to promote effective and efficient navigation and conduct of police operations
6. Basic principles of human behavior to interact with Department members and the community and to handle situations involving people with various mental states in various situations

**B. Skills**

**Technical Skills**

1. Map Reading Skills: Read city, street, or area maps in order to identify and navigate to a specific geographical location
2. Computer Skills: Operate computer equipment and systems; use keyboard, mouse, and various software programs to access database information and prepare reports and forms
3. Driving and Equipment Operation: Operate a vehicle safely; operate associated equipment such as lights and sirens; use radio, MDT, and other communication systems; operate firearms and other approved weapons safely

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C. Abilities

**Oral and Written Communications**

1. Oral Comprehension: Understand the meaning of spoken English words and sentences and the ideas associated with them; understand inquiries or complaints; identify themes, make inferences, and draw conclusions; listen carefully to what others have to say; follow oral instructions

2. Speaking: Express or communicate information, thoughts, ideas, instructions, or descriptions in English so that others will understand; ask questions to ensure understanding; express ideas verbally in an organized, clear, and concise manner

3. Public Speaking: Make formal presentations before large or small audiences

4. Reading Comprehension: Understand the meaning of written English words and sentences and the ideas associated with them; read forms, general business material, schedules, assignments, and memos; read legal codes, training guides, and standard operating procedures; read policies and procedures and equipment manuals; follow written instructions or procedures

5. Writing: Express or communicate information, thoughts, ideas, instructions, or descriptions in writing in English so that others will understand; use abbreviations that are understandable; complete forms accurately; use proper spelling, punctuation, and grammar; communicate routine information in writing; express ideas in writing in an organized, clear, and concise manner

**Attention and Time Management**

1. Accuracy and Attention to Detail: “Take in” a situation and notice details and changes that others might miss; remain alert to details of a scene or situation; pay attention to the various details of work and complete work that is thorough and within established standards of accuracy and precision

2. Planning and Organizing: Organize time and work efficiently; set and adjust priorities; coordinate own work activities to make efficient and appropriate use of time and resources

3. Concentration: Perform a task in the presence of distractions or under monotonous conditions without significant loss in efficiency; remain focused and attentive for long periods

4. Sensory Alertness: Remain alert or vigilant and react to infrequent but important events or specific details within a stream of information (e.g., alarms, radio transmissions)

5. Memory: Remember information and selectively and accurately recall relevant information at the appropriate time including both long- and short-term memories; retain new facts or information that builds on current knowledge (e.g., modification to a work procedure)

**Reasoning and Resolving**

1. Understand Numbers: Recognize reasonable results of arithmetic computations and recognize the relationships between numbers; understand common English measurement (e.g., feet and inches, pounds and ounces)

2. Problem Solving: Identify information that is relevant and perceive relationships between facts and problems; identify and recognize the existence of problems (e.g., size up a situation); define the scope or severity of problems; come up with possible solutions to address problems

3. Critical Thinking: Evaluate information critically that conflicts with existing information or that is ambiguous; identify strengths and weaknesses of various alternatives; recognize patterns

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and relationships in data or information; gather and understand the relevance of information from different sources; recognize the combination of cues leading to a conclusion

4. Judgment and Decision Making: Apply training and past experience to current decisions; make timely and sound decisions, even under conditions of uncertainty; assess and manage risks; apply rules and guidelines in new situations

**Working with Coworkers and the Public**
1. Interpersonal Relations: Develop and maintain effective, inclusive, and cooperative working relationships with others; discuss sensitive subjects tactfully and diplomatically; respect others’ perspectives and differences
2. Teamwork and Collaboration: Actively participate as a member of the team by sharing responsibilities and tasks; encourage others to participate; demonstrate receptiveness and responsiveness to others’ ideas and requests; share necessary knowledge to complete assignments; support team decisions
3. Resolving Conflict and Influencing Others: Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
4. Empathy: Understand the motivations, emotional needs, and challenges faced by others; demonstrate support and understating to others
5. Social Perceptiveness: Maintain awareness of others’ reactions and understand why they act as they do
6. Taking Direction: Follow orders without needing immediate explanation or questioning rationale; show respect for members in positions of authority; work in a chain-of-command environment
7. Political and Community Sensitivity: Demonstrate awareness of changing social issues and governmental pressures and the effect on Department-related work; perceive changes or trends that are occurring in the community

**Growth and Development**
1. Career Ambition and Self Development: Demonstrate a desire for growth and accomplishment within a career path or towards specific career goals; learn from experience; seek feedback from others (e.g., supervisors, coworkers) and modify behavior as needed; participate in training and educational opportunities
2. Learning: Learn the required knowledge of the job (e.g., learn procedures, work methods, specific techniques, policies, technical knowledge) through formal training and on-the-job training; and keep up-to-date on technical knowledge and skills related to work

**Professionalism**
1. Organizational Awareness and Commitment: Remain firm in one’s allegiance to the Department’s core values and faithful in pursuit of the Department’s mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role
2. Conscientiousness and Dependability: Follow through on assignments without prompting; maintain a good attendance record; arrive promptly and prepared for work; able to work with minimal supervision; willing to perform menial, routine, and demanding physical tasks required by the job
3. Accountability: Take responsibility for one’s own decisions and actions in the face of
challenge or adversity; set and apply standards of success for self
4. Initiative: Is self-motivated; demonstrate willingness to take on job challenges; drive towards completing tasks; anticipate needs and take independent action when appropriate; actively influence events rather than demonstrate passive acceptance of the outcome
5. Integrity: Apply standards of ethics and integrity at work; is honest and open with coworkers and/or supervisors; demonstrate consistency among one’s principles, values, statements, and behaviors; build trust and credibility with others through demonstrated commitment to personal values

**Personal Effectiveness**

1. Stress Tolerance: Maintain performance under pressure; cope with frustration; function effectively within a stressful environment; handle chronic stress or tension with minimal damage to personal health or well-being
2. Cope with Danger: Cope with the job’s physical dangers (e.g., resisting persons, use of weapons, exposure to contaminants or disease, entering unknown situations, driving speed)
3. Adaptability: Adjust behavior and methods to new or changing conditions, rules, or expectations; tolerate ambiguity; demonstrate openness to change by remaining positive and staying focused on objectives; handle multiple demands, interruptions, or crisis situations by responding appropriately, competently, and in a timely manner
4. Tenacity: Demonstrate determination and persistence in adhering to a course of action; demonstrate resilience in the face of obstacles, setbacks, or challenges; stay with a task until it is completed or it is no longer reasonably attainable
5. Self Confidence/Awareness: Demonstrate security in own capabilities and convictions; project a positive self-image; understand own strengths, weaknesses, limitations, values, motives, and preferences and how these impact own behavior and the behavior of others
6. Objectivity: Make judgments based on facts and data rather than emotions or personal preferences; treat people fairly regardless of individual differences; remain impartial and unbiased in the face of rejection or hostility; maintain a realistic perspective

**Physical Requirements**

1. Hearing: Hear and recognize the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
2. Visual Acuity: See detail at various distances (e.g., normal reading distance, beyond arm length); read ordinary/small print
3. Color Discrimination: Perceive similarities or differences in colors or shades of the same color; identify specific colors within the spectrum normally visible to humans
4. Physical Strength: Apply muscular force to lift, carry, drag, push or otherwise move objects; strength in the arms, hands, back, shoulders and/or legs
5. Spatial Sense: Sense direction, distance, and heights; orient oneself and find one’s way, even in new places
6. Coordination: Perform physical activities with skill, speed and balance, so that they are done efficiently, with little wasted motion
7. Stamina: Exert oneself physically over long periods of time without becoming overly fatigued or short of breath; maintain a high level of physical performance even after a long period of exertion and stress

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