

	Administrative General Order	2.02 Job Classification / Job Descriptions	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> Chapter 2 - Personnel Information		<b>07/17/2018</b>
	DISTRIBUTION		ORIGINATOR/REVIEW
ALL	CALEA: 21.2.1, 21.2.2		Professional Development & Training
BY THE AUTHORITY OF THE CHIEF OF POLICE:			<i>James A. Coonan</i>

## Purpose

To define responsibility for establishing, updating and posting job descriptions or for the various positions within the Virginia Beach Police Department.

## Policy (CALEA 21.2.1 A, B, C)

Job task analysis and job classification for the positions within the Virginia Beach Police Department are the responsibilities of the City of Virginia Beach Department of Human Resources. Current position classifications and corresponding salary ranges may be found on the City of Virginia Beach intranet site at [Beachnet](#) Job descriptions may also be accessed via the WorkPAD software available on the intranet site (Beachnet) or may be requested from the Human Resources Coordinator.

Accurate job descriptions provide the basis for all human resources functions, including workforce planning and development, performance management, training, occupational health services, occupational safety, staffing, and compensation. The City's classification system groups similar positions within the defined structure, based on a variety of compensable factors such as the complexity of the work performed, the responsibility level of the position, consequence of error, level of qualifications or specialized skills required for entry, level of supervisory oversight, etc.

## Review of Job Descriptions

Supervisors are encouraged to review job descriptions at least on an annual basis, in preparation for the annual performance interview with their subordinates. While the official job description maintained by Human Resources is written in a generic format, supervisors are encouraged to develop functional job descriptions which provide more specific detail regarding the tasks associated with individual assignments and to update this information as required. The WorkPAD software provides the capability to clone job descriptions and to customize the wording to fit individual assignments, within the defined parameters of the generic description. Minimum qualifications should not be altered without formally requesting a change through the Department of Human Resources.

## Job Audit Request Process (CALEA 21.2.1 D, 21.2.2)

When significant changes in job responsibilities have occurred or the expectations of the job have evolved to such a degree that the appropriateness of the current classification is questioned, then an audit of the position may be required. To initiate an audit, the incumbent employee should complete the Human Resources Position Description Questionnaire Form and discuss with his/her supervisor. The supervisor must sign the form confirming accuracy of the information provided and submit through the chain of command to the Chief of Police. (The Human Resources Coordinator is also available for consultation regarding audit requests, prior to submittal to the Chief of Police.) This information will be forwarded to the Director of Human Resources with a cover memorandum providing a summary of the changes in the

position which have prompted the audit request. In cases where multiple employees are assigned to the same position title (e.g. precinct desk officer), it may be appropriate to work with the Human Resources Coordinator in convening a committee representative of the classification department-wide to review, discuss and document changes in the job responsibilities, for submittal through the departmental chain of command to the Director of Human Resources.

Upon receipt of the audit request, the Director of Human Resources will assign a staff member to audit the position. The audit process often includes an interview with the incumbent employee(s), observation of the work being performed and discussion with the employee's supervisor. A written response is provided by Human Resources, describing the audit findings. If a change in the classification is identified, then a recommendation is submitted by Human Resources to the City Manager for approval. (Reference City Code Section 2-112, Reclassification, and Section 2-117.1, Change in Pay Range for Class.)

The following listing, available on Beachnet identifies the full-time and part-time position titles found within the Police Department and the official class number and position title maintained by Human Resources:

**Full time Position Titles:**

0005	Account Clerk I	2736	Police Captain
0010	Account Clerk II	5145	Police Chief
0015	Account Clerk III	2488	Police Deputy Chief
1080	Account Clerk Supervisor	2737	Police Lieutenant
1800	Accountant III	0160	Police Offense Technician
0195	Administrative Assistant	1615	Police Officer
1805	Administrative Technician	1621	Police Officer Recruit
2049	Animal Behavior Consultant/Trainer (Exhibits Tech 1)	2726	Police Planning and Analysis Coordinator
0235	Animal Caretaker I	1493	Public Safety Support Services Supervisor
3161	Animal Caretaker II	1675	Police Sergeant
2769	Animal Care Shelter Manager	2599	Police Support Division Manager
1575	Animal Control Officer I	1828	Business Application Specialist II
1576	Animal Control Officer II	0522	Police Training Assistant
1630	Animal Control Supervisor	1622	Precinct Desk Officer I
1631	Animal Shelter Operations Supervisor	1623	Precinct Desk Officer II
0260	Automotive Services Aide	2235	Public Safety Analyst I
0035	Clerk III	2240	Public Safety Analyst II
0260	Executive Assistant II	0369	Public Safety Data Services Assistant I
3143	Financial Specialist	0371	Public Safety Data Services Assistant II
0426	Forensic Photo Lab Specialist	0372	Public Safety Data Services Assistant III
0775	Forensic Services technician	2054	Public Safety Training Specialists -CJIS
0780	Forensic Specialist I	0214	Storekeeper I
0782	Forensic Specialist II	0215	Storekeeper II
0781	Forensic Specialist Supervisor	0216	Storekeeper III
1373	Forensic Unit Supervisor	2971	Veterinarian
1610	Master Police Officer	2050	Veterinary Technician (Exhibits Tech II)
0190	Office Assistant II	0227	Victim/Witness Caseworker 1
1234	Office Supervisor		

**Part-time Position Titles:**

0010	Account Clerk II (FARU)
3100	Animal Caretaker/Veterinary Assistant
3015	Camera Operator (Operations Specialist 1)
3050	Community Service Officer <i>(includes summer employees assigned to Marine Patrol)</i>
2049	Exhibits Tech I/Veterinary Technician
0830	Legal Docket Clerk

0190	Office Assistant II
3068	Police Public Safety Investigator
3040	Police School Crossing Guard