

2.2 Job Classifications

ADMINISTRATION

STANDARD 2.2 **The agency has a statement of the duties and responsibilities prepared for each sworn and non-sworn job classification or assignment within the agency.**

Commentary: *Each job classification or assignment should have a comparable description by rank and position. Examples of job classifications and assignments may include, but not be limited to police officers who are assigned to traffic, patrol, juvenile and detective units.*

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. The statements of duties and responsibilities associated with each job classification or assignment are available for review.
2. Interviews and/or observations of agency personnel can help verify that they understand the duties and responsibilities associated with their job classification.