



# CLASSIFICATION PLAN & JOB DESCRIPTIONS

**INDEX CODE: 700**  
**EFFECTIVE DATE: 05-01-01**

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## **I. CLASSIFICATION PLAN**

### **A. Office of Personnel**

The County Personnel Officer establishes a written classification plan that includes:

- 1. Grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements;
- 2. Existence of class specifications for every job within a class;
- 3. Provisions for relating compensation to classes; and
- 4. Provisions for reclassification.

*To maintain the compensation plan in a competitive position with area employers, the Personnel Officer shall conduct a review of the compensation plan once every five years. This review shall include a comprehensive survey of pay and other employee benefit practices of other employers in the appropriate labor markets. (Article 8, Section 1-105, Anne Arundel County Code)*

### **B. Police Department Role**

The role of the Police Department in the maintenance of the classification plan is to advise the Personnel Officer of the need for position reallocation, upgrade, downgrade, or elimination when, in the opinion of the Police Chief, such action is necessary. The Personnel Officer has final authority in decisions of this nature, and the Police Department's role is advisory only.

## **II. STATEMENTS OF DUTIES & RESPONSIBILITIES**

The manager of the Police Personnel Section is responsible for maintaining on file a statement of the duties and responsibilities of each position in the department. These records are available in the Personnel Section for viewing by any Police Department employee.

## **III. EMPLOYMENT RIGHTS**

The employment rights of Department personnel assigned under a contract for law enforcement services will not be abridged in any manner.

**IV. PROPONENT UNIT:** Personnel Section.

**V. CANCELLATION:** This directive cancels Index Code 700, dated 10-01-98.