THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. PURPOSE

To set forth department responsibility regarding classification and delineation of duties and responsibilities.

1. Job Task Analysis.

a. A job task analysis of every position in the department shall be completed and maintained on file in the Personnel Office and the office of Human Resources Management. The objectives of the job task analysis shall be:

1) To serve as a basis for the determination of a position classification plan and compensation.

2) To provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion.

3) To assist in the establishment of training curricula.

4) To provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

b. The job task analysis shall include, at a minimum, the following components:
1) Duties, responsibilities and tasks of each position. (CALEA 21.1.1.a)

2) The frequency with which each task is performed. (CALEA 21.1.1.b)

3) The minimum level of proficiency necessary in job-related skills, knowledge, abilities and behaviors. (CALEA 21.1.1.c)

4) The job related skills, knowledge, and abilities needed to perform the work behaviors effectively. (CALEA 21.1.1.d)

2. Classification Plan.

a. The Department shall have available a classification plan that includes:

1) The grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements. (CALEA 21.2.1.a)

2) The existence of class specifications for every job within a class. (CALEA 21.2.1.b)

3) Provisions for relating compensation to classes. (CALEA 21.2.1.c)

4) Provisions for reclassification. (CALEA 21.2.1.d)

b. The Department shall serve to advise the Director of Human Resources Management of the Medical University of South Carolina in the development and maintenance of class specifications applicable to the Department of Public Safety.

c. Annually and in concert with the budget process, the department will review and, if necessary, cause to be revised the department's written classification plan. Such review and revision will be done under the guidance of the Director of Human Resources Management.

3. Statement of Duties and Responsibilities. (CALEA 21.2.2)

POLICY AND PROCEDURE # 21 Job Classification
a. A statement of duties and responsibilities for each position within the department shall be made and kept on file in the Personnel Office and the office of Human Resources Management.

b. Statements of duties and responsibilities of each position within the department shall be made available to personnel upon request.