

TYLER POLICE DEPARTMENT

GENERAL ORDER: 01.500

	JOB CLASSIFICATIONS EFFECTIVE DATE: 05-31-1994 REVISED DATE: 08-22-2016	
CALEA STANDARDS: 16.1.2; 17.2.2; 21.2.2		

01.501 PURPOSE - [CALEA Standard: 17.2.2]

The City of Tyler will maintain a written classification plan. The Tyler City Council will annually review the job classifications and award any pay increases as deemed necessary to provide a financial basis for attracting, motivating, and retaining highly qualified, productive employees for the City of Tyler. The department shall annually, in conjunction with the budget process, review the duties and responsibilities of each position, and make recommendations for reclassification or revision when the need is indicated. The department shall ensure that the duties and responsibilities of each position are updated when change occurs.

01.502 JOB CLASSIFICATIONS AND PAY RAISES FOR COMMISSIONED PERSONNEL

- A. Sworn personnel in the civil service classified ranks are police officer, police sergeant, police lieutenant, and assistant chief of police. The classification system may be altered by City Council action as required and in compliance with [Chapter 143, Local Government Code](#).
- B. Police officers upon entry into the department, receive incremental pay raises as approved by the City Council.
- C. Pay rates for each sworn rank are established by action of the City Council and are determined based upon the results of an annual survey of selected area cities to determine a competitive pay scale and upon availability of city funds.
- D. The City Council awards pay increases to sworn members based upon their current civil service rank. No consideration is given for merit in the determination of this raise as it is prohibited by [Chapter 143, Local Government Code](#).

01.503 CLASSIFICATION AND PAY RAISES FOR NONSWORN (CIVILIAN) PERSONNEL NOT REGULATED BY CHAPTER 143, LOCAL GOVERNMENT CODE

- A. Non-sworn employees are grouped into classifications established by the City of Tyler, and generally are subject to the following guidelines:

1. Every position is grouped into classes, based upon similarities in duties, responsibilities, and qualification requirements, which are determined by position analysis.
2. Written job specifications exist for every position within a class. These specifications are determined by the City of Tyler Human Resources Office.
3. Compensation is related to classification.
4. The compensation plan will be reviewed annually to determine the actual duties performed within a position. This review may or may not necessitate the reclassification of a specific position. Reclassification will be made only in accordance with current city policy.

B. Based on the analysis of tasks performed, the knowledge and education required to perform specific tasks, complexity of the job, and accuracy required, each specific civilian position is assigned to one of a series of numerically coded position classes. These classes are then related to the annual compensation plan.

C. Raises for civilian personnel are awarded once each year based on the following:

1. Pay rates for each position are established by action of the city council and are determined based upon the results of an annual survey of selected area cities and local job markets to determine a competitive pay rate for corresponding positions within the City of Tyler.
2. A pay range is established for each position classification which includes a minimum, probationary, midpoint, and a maximum pay range for that particular position.
3. The percentage of a pay raise may be calculated based upon the employee's performance review scores according to guidelines established by the City Council.

01.504 POSITION ANALYSIS – [CALEA Standard: 16.1.2; 21.2.2]

A. The objectives of a job task analysis are to determine the following:

1. Serve as a basis for the determination of a position classification plan and compensation;
2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion;
3. Assist in the establishment of training curricula; and
4. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

B. Pertinent information about the duties and responsibilities of each position may be derived from one or more of the following sources:

1. Group and individual interviews;
2. Supervisory interviews;
3. Direct observation; and

4. Questionnaires.
- C. The tasks that constitute the duties and responsibilities of each position will be critically analyzed in order to identify job related skills, knowledge, abilities, and behavior necessary to perform the position assignment.
- D. A written job analysis and job description of every position in the agency is maintained on file in the City of Tyler Human Resources Office and is available for review by department personnel by request through the chain of command. The written job analysis will identify the following:
 1. Duties, responsibilities, and tasks of each position;
 2. Frequency with which each task is performed; and
 3. Minimum level of proficiency necessary in the job related skills, knowledge, abilities, and behaviors.
- E. Department job description for all positions will be reviewed at least once every four (4) years to ensure positional tasks and functions are accurate and current.
 1. All current and archived job description shall be maintained and accessible to personnel on the City's shared 'W' drive and through PowerDMS.

01.505 PAY PLAN

- A. The pay plan of the City of Tyler is reviewed annually at a time consistent with budget preparations by the City Council to ensure fairness and equitable salaries. The pay plan will be adopted annually upon approval of the city council.
- B. Salary differential within ranks or position classification will be as described by the Plan.
- C. Salary differential among ranks or position classifications shall reflect an equitable salary in compensation for differences in duties and responsibilities of each rank or job classification.
- D. Salary Augmentation--Incentive salary levels are assigned to those sworn personnel who achieve one of the following: Field Training Officer, Special Operations/Hostage Negotiations Team member, Investigator, Narcotics Officer, Public Information Officer, Canine Officer, Bicycle Unit Officer, Traffic Officer, Training Officer, Personnel Officer, Crime Scene Officer, Community Response Officer, Polygraph Officer, Accident Investigator, and Honor Guard Officer. Educational Incentive, Bilingual Incentive, Shift Differential, and/or state certification are provided as prescribed under [Chapter 143, of the Texas Local Government Code](#).
- E. Compensatory time and overtime pay are described in [General Order 16.100](#).

01.506 POSITION ASSIGNMENT

- A. Assignment to a position within the police department will be based on the needs of the department and the skills and knowledge that an individual employee possesses.
- B. An employee may express an interest in a particular duty assignment within the employee's rank or position classification through a memorandum to the employee's immediate supervisor or during performance evaluation.

Approved: 08-22-2016



Jimmy Toler
Chief of Police