



GREENVILLE COUNTY  
SHERIFF'S OFFICE

GO -144

## GENERAL ORDERS

## CLASSIFICATION AND ASSIGNMENT

### **PURPOSE:**

Job-task analysis is a prerequisite to effective position classification, salary administration, supervision, and training. Proper classification assures equitable pay, and a means for governing specialized assignments.

### **JOB-TASK ANALYSIS:**

It is Sheriff's Office policy that a written job-task analysis (job description) is maintained on file for every full time position. Job analysis includes, at a minimum:

1. Duties, responsibilities, and tasks.
2. Importance of tasks to be performed.
3. Frequency with which each task is performed.
4. Minimum qualifications or level of proficiency necessary in job related skills, knowledge, ability and behaviors.

### **Objectives of job-task analysis:**

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

Development and maintenance of job specifications are the sole responsibility of the Sheriff's Office, working in conjunction with Greenville County Human Resources.

### **SPECIALIZED ASSIGNMENTS:**

Anticipated specialized assignment openings are advertised / posted with written announcements in a manner similar to the announcement of job vacancies in the Sheriff's Office.

Selection for assignments within a given position classification will be based on specific criteria:

1. Skills, knowledge, and abilities required for the specialized assignment.
2. Formal educational requirements.
3. Length of experience required.
4. Past performance.
5. Appropriate reasonable accommodations prescribed by employment legislation.

**DOCUMENTED ANNUAL REVIEW** - Each specialized assignment is reviewed annually to determine whether it should be continued. The documented review is to include:

1. A listing of specialized assignments.
2. A statement of purpose for each listed assignment.
3. An evaluation of the initial problem or condition that required the implementation of the specialized assignment.

The Administrative Services Division Commander is responsible for this review.

**CLASSIFICATION  
PLAN:**

The specific duties and responsibilities for all Sheriff's Office positions within the county classification plan are available for review by agency personnel through the Administrative Services Division. Any review or up-date of positions is coordinated by the Director of Personnel/Recruitment through interaction with the affected employee, supervisor, division commanders, and the Sheriff.

**REVIEW** - A review of the Sheriff's Office classification plan is conducted every four years by the Administrative Services Division. Revisions are coordinated with affected division commanders and the Sheriff.

The Sheriff's Office, in conjunction with Greenville County Human Resources Department, maintains a written classification plan that includes:

1. Class grouping of all positions based upon similarities in duties, responsibilities, and qualification requirements.
2. Existence of a job-task analysis and specifications for every position within a class.
3. Provisions for relating compensation to job classifications.
4. Provisions for re-classification.

A copy of all job descriptions is maintained on the "I" drive and is available for all employees.

  
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Hobart Lewis, Sheriff