

ILLINOIS STATE POLICE DIRECTIVE PER-007, JOB DESCRIPTIONS

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| RESCINDS: PER-007, 2013-007, revised 01-08-2013. | REVISED: 03-20-2017 2017-014 |
| RELATED DOCUMENTS: None | RELATED CALEA STANDARDS: 21.2.2 |

I. POLICY

The Illinois State Police (ISP) will recommend to the Public Safety Shared Services Center (PSSSC) general and specific duties and responsibilities to be included in the description of jobs associated with the Department.

II. DEFINITION

Job - a specific position with duties and responsibilities that are identical in all significant respects that enables a single descriptive title to identify the work expected to be performed by employees in that position.

III. RESPONSIBILITIES

The PSSSC will:

- III.A. Be the official repository for all job descriptions.
- III.B. With input from ISP supervisory personnel in the chain-of-command above the personnel working within a job description, develop and maintain descriptions of the duties, responsibilities, qualifications, and conditions of employment related to the job.
- III.C. Delineate procedures ensuring job descriptions are reviewed at least every three years, and the necessary revisions are made to reflect the most current duties and responsibilities for the respective job.

IV. PROCEDURES

- IV.A. Supervisors will review employees' duties and responsibilities at least annually and, through the chain-of-command, with concurrent notification to the Office of Human Resources, recommend to PSSSC changes identified during the review. Such recommendations may form the basis for revision to job descriptions. Upon approval of a revised job description, supervisors will provide copies to the affected employees.
- IV.B. Supervisors will ensure each employee is accountable to only one supervisor at any given time.
- IV.C. Any employee may request a copy of his/her job description from his/her supervisor. A supervisor or party needing a copy for managerial or supervisory purposes may request the job description from PSSSC.

| Indicates new or revised items.

-End of Directive-