

# JOB ANALYSIS INFORMATION SHEET

Employee Name (if reclassification):		Date:	
Job Title:	Department:		
Position Number:	<input type="checkbox"/> Perm F/T <input type="checkbox"/> Perm P/T <input type="checkbox"/> Temp F/T <input type="checkbox"/> Temp P/T		
Supervisor's Title	<input type="checkbox"/> Shift Work <input type="checkbox"/> On-Call		
Employee's Work Phone:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		

1. What is the job's overall purpose?

1. If the employee will or already supervise others, please list who they are below (supervisor is defined as someone who is responsible for the work output or behavior of one or more subordinates. In addition, the supervisor must also be designated by the department head as the rater for the subordinate(s) performance evaluation and/or review).

<input type="checkbox"/> Name:	<input type="checkbox"/> Name:
<input type="checkbox"/> Name:	<input type="checkbox"/> Name:
<input type="checkbox"/> Name:	<input type="checkbox"/> Name:
<input type="checkbox"/> Name:	<input type="checkbox"/> Name:

2. Check the below activities that are part of the supervisory duties:

<input type="checkbox"/> Do not supervise (Go to #3)	<input type="checkbox"/> Budgeting	<input type="checkbox"/> Training/instructing
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Acting on employee problems	<input type="checkbox"/> Inspecting work
<input type="checkbox"/> Maintaining standards	<input type="checkbox"/> Selecting new employees	<input type="checkbox"/> Coaching
<input type="checkbox"/> Coordinating activities	<input type="checkbox"/> Disciplining/discharging	<input type="checkbox"/> Counseling
<input type="checkbox"/> Allocating personnel	<input type="checkbox"/> Salary increases	<input type="checkbox"/> Performance evaluations
<input type="checkbox"/> Others (please specify):		

3. Describe the type and extent of supervision the employee receives in this job (check one):

<input type="checkbox"/> <b>Frequent</b>
<input type="checkbox"/> <b>Regularly</b> (to report or to get advice and/or assignment. Follow established methods and procedures; refer exceptions).
<input type="checkbox"/> <b>Several times daily</b> (most duties are repetitive and related with standard instructions and procedures as guides. Unusual problems are referred frequently with suggestions for corrections).
<input type="checkbox"/> <b>Occasional supervision</b> (the nature of the work is such that it is performed to a large extent on own responsibility after assignment with some choice of how to do the job. Occasionally develop own methods).
<input type="checkbox"/> <b>Limited supervision</b> (broad objectives are outlines. Work is judged primarily on overall results with much choice of method. Frequently develop methods to achieve desired results. Would normally have title of foreman, branch or division chief, office manager, executive assistant, etc.,
<input type="checkbox"/> <b>Little or not direct supervision</b> (have responsibility for exercising broad judgement and coordination of methods within general policy. Would normally have title of chief deputy or assistant department head).

4. **JOB DUTIES:** Describe briefly what the essential job tasks are on the next page. Essential job tasks are required by the Americans With Disabilities Act (ADA) to be included in the job description and are those functions that must be performed in the job, **either with or without reasonable accommodations**

<b>JOB DESCRIPTION DUTIES</b>	
<b>Prioritized Listing of Job's <u>Essential Duties</u>.</b> These are duties required in the performance of the job. For example, if position is a receptionist, it could be said that typing would be an essential function of being a receptionist. However, if the position never requires typing and only to answer the phone, then typing would not be an essential function. (List most important duty first followed by second most important, etc. When percents are all added up, they should must equal 100%). The ADA requires that essential functions be separated from nonessential functions in job descriptions. Duties that are actually performed, but are of marginal incidental value should be listed under the heading: Additional Duties and Responsibilities.	Approximate percent of time  (when all duties added up, should come to 100%)
<b>JOB ESSENTIAL DUTIES (Please prioritize duties - most important to least important)</b>	
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
11.	%
12.	%
13.	%
14.	%
15.	%
16.	%
17.	%
18.	%
19.	%
20.	%
21.	%
22.	%
23.	%
24.	%
25.	%
<b>ADDITIONAL DUTIES AND RESPONSIBILITIES (Please prioritize duties as above)</b>	
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
11.	%
12.	%

5. <b>(Applies to reclassification only)</b> Is this position performing any duties that you consider unnecessary? If so, please describe:			
6. <b>(Applies to reclassification only)</b> Is this position performing any duties not presently included in the existing job description? If so, please describe:			
7. <b>EDUCATION:</b> Check the box that indicates the <u>minimum</u> educational requirements for the job (do not consider existing employee's educational background):			
<input type="checkbox"/> No formal education required.			
<input type="checkbox"/> Eight grade education			
<input type="checkbox"/> High School diploma (or GED equivalent)			
<input type="checkbox"/> 2-year college degree (A.A. or equivalent)			
<input type="checkbox"/> 4-year college degree (B.A./B.S. or equivalent)		Major:	
<input type="checkbox"/> Graduate work or advanced degree (M.A./M.S./Ph.D.)		Major:	
8. <b>PROFESSIONAL LICENSING/RECERTIFICATION/TRAINING REQUIRED BY JOB</b>			
<input type="checkbox"/> No professional licensing/certification/training is required.			
<input type="checkbox"/> Professional License(s) required (specify type):			
<input type="checkbox"/> Professional Certification(s) required (specify type):			
<input type="checkbox"/> Professional Training required (specify courses):			
9. <b>EXPERIENCE</b>			
<input type="checkbox"/> None (can learn through on-the-job training)			
<input type="checkbox"/> Less than one month			
<input type="checkbox"/> One to six months			
<input type="checkbox"/> Six months to one year			
<input type="checkbox"/> One to three years			
<input type="checkbox"/> Three to five years			
<input type="checkbox"/> More than five years			
10. <b>LOCATION:</b> Check location of job and, if necessary or appropriate, describe briefly:			
<input type="checkbox"/> Outdoor			
<input type="checkbox"/> Indoor			
<input type="checkbox"/> Other (specify):			
11. <b>ENVIRONMENTAL CONDITIONS:</b> Check any objectionable conditions found on the job and note afterward how frequently each is encountered (rarely, occasionally, constantly, etc.):			
<input type="checkbox"/> Dirt	Frequency	<input type="checkbox"/> Odors	Frequency
<input type="checkbox"/> Heat	Frequency	<input type="checkbox"/> Wetness	Frequency
<input type="checkbox"/> Cold	Frequency	<input type="checkbox"/> Humidity	Frequency
<input type="checkbox"/> Noise	Frequency	<input type="checkbox"/> Vibration	Frequency
<input type="checkbox"/> Fumes	Frequency	<input type="checkbox"/> Darkness or bad lighting	Frequency
<input type="checkbox"/> Dust	Frequency	<input type="checkbox"/> Other (specify)	Frequency

12. **HEALTH AND SAFETY:** Check any undesirable health and safety conditions under which you must perform and note how often they are encountered:

<input type="checkbox"/> Elevated workplace	Frequency:
<input type="checkbox"/> Mechanical hazards	Frequency:
<input type="checkbox"/> Explosives	Frequency:
<input type="checkbox"/> Electrical hazards	Frequency:
<input type="checkbox"/> Fire hazards	Frequency:
<input type="checkbox"/> Radiation	Frequency:
<input type="checkbox"/> Other (specify):	Frequency:

13. **MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:** Describe briefly what machines, tools, equipment or work aids this position is required to use to perform the job on a regular basis:

14. Are there any personal attributes (special aptitudes, physical characteristics, personality traits, etc.) required by the job?:

15. Have firm work standards been established (errors allowed, time taken for a particular tasks, etc.)? If so, what are they?

16. Are there any exceptional problems you encounter in performing the job under normal conditions? If so, describe them:

17. Describe the successful completion an/or end results of the job:

18. What is the seriousness of error on this job? Who or what is affected by errors you make?:  
(4) please check appropriate boxes

Affect of error on:	Little or None (1)	Mild (2)	Significant (3)	Severe (4)
Customer or Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note 1: A typical error would not be harmful – physically or administratively. Could be corrected without consequence.  
 Note 2: A typical error may cause slight injury or could cause inconvenience or some embarrassment; recoverable.  
 Note 3: A typical error may cause injury or physical harm. Administrative consequences could have adverse financial or personal impacts.  
 Note 4: A typical error may cause grave injury or death. County would be at risk of being sued.

19. **FINANCIAL RESPONSIBILITY:** Check below the dollar amount over which this position would have expenditure approval, accountability or authority. Explain the extent of the financial authority and control. Is it direct or indirect?

	Direct or Indirect
<input type="checkbox"/> 0 – 49,999	
<input type="checkbox"/> 50,000 – 99,999	
<input type="checkbox"/> 100,000 – 199,999	
<input type="checkbox"/> 200,000 – 399,999	
<input type="checkbox"/> 400,000 – 799,999	
<input type="checkbox"/> 800,000 – 1,599,999	
<input type="checkbox"/> 1,600,000 – 3,199,999	
<input type="checkbox"/> 3,200,000 – 6,399,999	
<input type="checkbox"/> 6,400,000 – 12, 799,999+	

20. **ADDITIONAL INFORMATION:** Are there any other items of importance with this position (i.e., work) that have not been covered? If so, please list and/or explain. (Attach additional sheets if necessary).

DRAFT

**AUTHENTICATION**

Employee Signature (if reclassification):	Date:
X	
Department Head Signature:	Date:
X	
I certify that the information contained herein is true and correct and that it accurately reflects the minimum qualifications required and the essential job functions (duties actually performed).	
	Date:
Department Heads recommends Pay Group: _____	
Grade-out Score _____	
County Judge Signature:	Date:
X	
Pay Group _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Effective Date:

## Comal County Job Description

**Job Title:** Lieutenant (CID)  
**Department:** Sheriff's Office  
**Employee Name:**  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved:** Commissioners Court

**Job Code Number:** 493  
**Pay Group:** LE12  
**Employee ID:**  
**Reports To:** CID Captain  
**Prepared Date:** 1/19  
**Updated:**

### SUMMARY

This is a mid-management rank, which reports to the CID Captain and has daily contact with the public. Has delegation of duties for special projects and investigations such as background investigations, and assists the CID Captain in Internal Affairs Investigations.

### SUPERVISION RECEIVED

Works under the general supervision of the CID Captain.

### SUPERVISION EXERCISED

Manages and supervises subordinate supervisors who oversee all Criminal Investigation employees. Directly supervises all Sergeants assigned to the Criminal Investigation Division.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Responsible for the planning, direction, coordination and administration of all activities and operation of the Criminal Investigation Division.
2. Attend all meetings and return calls.
3. Assist in hiring and interviewing new applicants and internal applicants for the Criminal Investigation Division.
4. Assist in establishing output measure regarding performance of each section within the Criminal Investigation Division.
5. Oversee ordering and issuing of equipment to all personnel assigned to the Criminal Investigation Division.
6. Assist in the budgeting process.
7. Approve time sheets, vacations, comp time and sick leave for the Sergeants within the Criminal Investigation Division.
8. Communicate with news media.
9. Deal with disciplinary matters of criminal investigation personnel.
10. Testify in court.
11. Investigate internal affairs, complaints of Detectives and report findings to Captain, Chief and Sheriff.
12. Acts as the Criminal Division Commander during the absence of the CID Captain.
13. Coordinate investigations of criminal matters involving Sheriff's Office employees and report finds to the Chief and Sheriff.
14. Assist other supervisors on deployment of assigned personnel during emergency responses.
15. Reviews, evaluates and develops programs, policies and procedures for various operations for the Sheriff's Office.
16. Reviews cases being prepared for trial with an emphasis on the evidentiary and legal issues crucial to the successful prosecution.

17. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

**MANDATORY QUALIFICATIONS:**

**EDUCATION AND / OR EXPERIENCE:**

A high school diploma or equivalent is required and at least 60 college hours with an emphasis in management desirable. The individual should possess a thorough working knowledge of law enforcement and management procedures and practices. A minimum of four (4) years of experience in Criminal Investigations and two (2) years experience with Comal County is desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Other specialized job requirements include a valid Texas Driver's License and a Peace Officer Certification with the Texas Commission on Law Enforcement (TCOLE).

**DESIRED MINIMUM QUALIFICATIONS:**

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES**

Must be able to meet TCOLE and department requirements for psychological and medical examinations. Individual must hold First Line Supervisor Certificate.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The Comal County Sheriff's Office participates in a physical readiness testing program in accordance with the Comal County Sheriff's Office Physical Fitness Policy. Physical assessments are required twice a year to ensure employees possess the physical capability of performing job related tasks while providing services to Comal County and the citizens of Comal County.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, and taste or smell. The employee must occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
*(Supervisor or Department Head)* *(Commissioners Court)*

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
*(Printed Last Name, First Name, MI)*

Signature of employee: \_\_\_\_\_