

**City of Winter Park Fire-Rescue
Standard Operating Guideline**

100.15

**Title: Job and Position Audit and
Modification**

**Date Issued: December 6, 2005
Date Last Revised: NEW
Revision Number: New
Total Pages: 1**

Purpose: To establish a guideline for audit and modification of jobs and positions within the Winter Park Fire Department.

Scope: This guideline shall cover all positions within the organization. The ultimate responsibility for any job modification is placed on the Fire Chief or his designee.

General: The organizational structure of the Winter Park Fire Department is very dynamic. In order to maintain an innovative and progressive position in the industry, modifications of jobs and positions must occur as the need arises. The following will act as a guideline for the audit and modification of all jobs within the organization.

- 100.15.01.** All modifications of positions within the organization rest with the final approval of the Fire Chief. The effectiveness of all positions should be on a continuous audit system. When it is found that a change has occurred or a need has arisen, members of Staff will advise the Fire Chief accordingly. Staff will offer input into modification of any position and the Fire Chief will make the needed adjustments to meet organizational objectives.
- 100.15.02.** If the position to be modified falls within the jurisdiction of the Civil Service Board, the Board will be consulted and grant approval or denial if this is applicable to the modification. In any case, the Civil Service Board will be advised of the changes.
- 100.15.03.** If the position to be modified falls within the jurisdiction of a Labor Agreement, the information about the modification will be forwarded to the Bargaining Unit representative. Where applicable, no modification will take place without the approval of the Bargaining Unit representative if so outlined in the Labor Agreement.