

Personnel - Classified

4429 Classification Plan

The duties and responsibilities of the members of the classified service shall be fixed and prescribed in the District Classification Plan. This plan is the official classification document which shall be adopted by the Board and made a part of these rules and regulations. Each position shall be allocated to a class, following the principle that positions shall be in the same class when their duties and responsibilities are enough alike to justify the same or similar employment standards, skills, ability requirements and compensation.

1. Class Specification

A written class specification shall exist for each class approved by the Board and shall contain (1) the official class title and definition, (2) representative duties, (3) distinguishing characteristics of positions where appropriate, and (4) minimum qualifications of applicants such as knowledge, skills, education and experience. Class specifications should not be construed as declaring the specific duties and responsibilities of any one position. Copies shall be made available upon request to the Human Resources Office.

2. Assignment of Classes to Job Families

Classes of positions for non-management employees shall be assigned to one of eight service categories which are known as the job families of (1) bookstore, (2) clerical-secretarial-fiscal, (3) learning resources, (4) ITS, (5) maintenance and operations, (6) supervisory, (7) technical-paraprofessional and (8) confidential.

3. Allocation of Position Classes to Salary Ranges

Upon the recommendation of the Chancellor, classes of positions shall be assigned by the Board to designated salary ranges.

4. Duties of Classified Employees

Duties may include, but are not limited to, those given as examples in the class specifications for the position to which the employee is assigned. An employee is required to do related duties as assigned by the assigned supervisor or manager.

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5. Revision of the District Classification Plan

Substantive revisions of the Plan shall be approved by the Board, including the establishment or abolishment of a class or classes.

a. New Classes

Upon the recommendation of the Chancellor, the Board may create new classes as required and may abolish or combine existing classes to meet the needs of the District.

b. New Positions

Upon the recommendation of the Chancellor, the Board may authorize a new position within any existing class.

c. Reclassification of Positions

Upon the recommendation of the Chancellor, the Board may approve a classification change in any or all of the positions or classes of positions which are a part of the classified service.

No employee shall be demoted or dismissed as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.