



Working Out of Classification



Date: Tuesday, April 21, 2009
Time: 9:00 A.M. - 11:00 A.M.
Location: East Los Angeles College
Room: President's Conference Room 410
 Technology Building

The Personnel Commission would like to invite you to attend a workshop. All classified employees, supervisors, and administrators are invited. This workshop will cover the following areas:

- Differences between a Classification Study & Temporary Work out of Class
- Examples of Classification Studies & Temporary Work out of Class claims
- Who can initiate a request to have their duties evaluated
- When requests should be submitted
- How to initiate a request for a review
- Procedures and processes for reviews
- What to expect once a request is submitted
- Annual Job Classification Survey



Personnel Commission

Questions?
 Contact:
 Rosie T. Castro
 213-891-2088

Registration Form

Please return this part by Friday, April 17, 2009 to LACCD, Personnel Commission,
 Attn: Rosie T. Castro

Name (Please Print): _____ **Ext.:** _____ **Location:** _____

I will attend the workshop on April 21 at 9:00 a.m.

Supervisor's Name: _____ **Supervisor's Signature:** _____