



# Individual Reclassification Process



**Date:** Friday, April 18, 2008  
**Time:** 9:00 A.M. - 11:00 A.M.  
**Location:** Los Angeles Harbor College  
**Room:** LRC 207

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:

- What is an Individual Classification Study?
- Who can initiate a study
- How to initiate a study
- When a study should be requested
- Procedures and processes for reclassification
- Annual Job Classification Survey
- Differences between reclassification and temporary work out of class



**Personnel Commission**

Questions?  
Contact:  
Leslie Yuri  
213-891-2136

## Registration Form

Please return this part by Monday, April 14, 2008 to LACCD, Personnel Commission,  
Attn: Leslie Yuri

**Name (Please Print):** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Location:** \_\_\_\_\_

I will attend the workshop on April 18, 2008 at 9:00 a.m.

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_