



Individual Reclassification Process

**Certificates
will be
awarded**

Date: Thursday, April 10, 2008
Time: 9:00 A.M. - 11:00 A.M
Location: L.A. Pierce College
**Room: College Services Building
Conference Room (CSB)**

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:
Rosie Castro
213-891-2088

Registration Form

Please return this part by Friday, April 4, 2008 to LACCD, Personnel Commission,
Attn: Rosie Castro

Name (Please Print): _____ Ext.: _____ Campus: _____

I will attend the workshop on April 10, 2008 at 9:00 a.m.

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