

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

516
March 20, 2003

516 CLASSIFICATION PLAN

Education Code Section 88004

88004. Positions Not Requiring Certification Qualifications. Every position not defined by this code as a position requiring certification qualifications and not specifically exempted from the classified service according to the provisions of Section 88003 or 88076 shall be classified as required by those sections and shall be a part of the classified service. Such positions may not be designated as certificated nor shall the assignment of a title to any such a position remove the position from the classified service, nor shall possession of a certification document be made a requirement for employment in any such position.

Nothing in this section shall be construed to prohibit the employment of any individual in a position described by this section as part of the classified service who is in possession of certification qualifications, nor shall the possession of certification qualifications be grounds for the elimination of an individual for consideration for employment in such a position.

This section shall apply to districts which have adopted the merit system in the same manner and with the same effect as though it were a part of Article 3 (commencing with Section 88060).

Education Code Section 88076

88076. Establishment of Classified Service; Positions Excluded. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those which are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service.

"To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) Exempt from the classified service shall be:

CHANGES:

No changes to text.

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- (1) Positions which require certification qualifications,
- (2) Part-time playground positions,
- (3) Full-time students employed part time,
- (4) Part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district pursuant to Article 4 (commencing with Section 78240) of Chapter 2 of Part 48 of this division and which is financed by state or federal funds,
- (5) Apprentice positions,
- (6) Part-time positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or by the Commission when so designated by the Commission.

Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

However, nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

No person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall be employed outside of the classified service.

CHANGES:

No changes to text.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
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A part-time position is one for which the assigned time, when computed on a hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees of the classified service.

This section shall remain in effect only until January 1, 1989, and as of that date is repealed, unless a later enacted statute, which is chaptered before January 1, 1989, deletes or extends that date.

Education Code Section 88078

88078. Exemptions From Classified Service: Community Representatives in Advisory or Consulting Capabilities. In addition to the exemptions authorized in Section 88076, there shall be exempt from the classified service positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 working days in a fiscal year, provided that:

- (1) The authorized duties are not those normally assigned to a class of positions in the classified service,
- (2) The authorized duties are approved by the personnel commission in advance of employment, and
- (3) A regular classified employee of the Community College District shall not receive a concurrent appointment to such a position.

Education Code Section 88087

88087. Salary Schedule for the Classified Service. The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission.

CHANGES:

No changes to text.

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LAW AND RULES

- A. The Board of Trustees shall fix and prescribe the duties to be performed by all employees in the classified service and other nonacademic positions of the District, except those employed by the Personnel Commission.
- B. The Commission shall classify all positions and employees that fall within the classified service and such other positions as may be requested by the administration. This authority includes, but is not limited to, the establishment of a formal job classification plan, the placement of classes into occupational groups and series; the designation of job titles; the preparation of job descriptions; the establishment of minimum job qualifications; the classification of new positions into the appropriate job classification, the reclassification of positions and employees, provisions for temporary work out of classification, and the maintenance of salary relationships among job classifications.
- C. Within its authority to classify all employees and positions in the classified service, the Personnel Commission shall prescribe the placement of classes into groups and series according to one or more of the following criteria which are listed in descending order of importance:
1. Same general type of duties and responsibilities.
 2. Same general promotional hierarchy.
 3. Same general knowledge, skills, and abilities.
 4. Similarity of salary-setting basis, or any other related factor the Personnel Commission designates as sufficient.
- D. No changes shall be made in the salary relationship among the various classes which would disturb the relationship established by the Commission as part of the classification plan.
- E. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration on any proposed classification or reclassification actions. When a proposed classification or reclassification action could affect a recognized exclusive bargaining representative or its members, the proposed action shall be consulted with the bargaining representative in accordance with the established consultation process adopted by the Personnel Commission.

CHANGES:

Remove paragraph A & B and insert with new text. Change paragraph C to paragraph D and insert new text as paragraph C. Insert new paragraph E.

Remove: April 28, 1983, Page 3 of 4

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CLASSIFICATION OF EMPLOYEES AND POSITIONS

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