

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

522
March 20, 2003

522 CLASS TITLES AND DESCRIPTIONS

Education Code Section 88009

88009. Fixing of Duties. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as part of a personnel commission staff as provided in Article 3 (commencing at Section 88060) of this chapter ...

Education Code Section 88076

88076. Establishment of Classified Service; Definitions; 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) The following positions and employees are exempt from the classified service:

1. Academic positions.
2. Part-time playground positions.
3. Full-time students employed part time.
4. Part-time students employees part time in any college work-study program or in a work experience education program conducted by a community college which is financed by state or federal funds.
5. Apprentice positions.
6. 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.

CHANGES:

Remove 'specifications' from the title and replace with 'descriptions'.

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Education Code Section 88080

88080. Power of Personnel Commission to Prescribe and Amend Rules. (a) The commission shall prescribe, amend, and interpret, ... rules

Education Code Section 88081

88081. Subject of Rules. (a) The rules shall provide for the procedures ... regarding ... job analyses and specifications

Education Code Section 88095

88095. Educational and Work Experience Requirements for Classified Positions. The governing board shall fix the duties of all positions a part of the classified service as required by Section 88009. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission.

In approving minimum educational and work experience requirements classified positions, the commission shall insure that such requirements reasonably relate to duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which duly or unreasonably restrict the field of competition.

The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, as required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

Education Code Section 88104.5

88104.5. No position classification or reclassification plan which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposed classifications or reclassifications.

CHANGES:

No changes to text.

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LAW AND RULES

- A. The Personnel Commission establishes the titles of classes in the classified service to be used in the District's annual budget, personnel records, the rules of the Commission and the rules and regulations of the Board of Trustees, and in the official correspondence of the District.
- B. There shall be a written class description for each class in the classified service. The class description will contain, but will not be limited to, the class title, typical duties, and a section which will set forth the minimum qualifications for the class.
- C. The Commission reserves the right to amend the descriptions established for each class. The Commission staff and appropriate representatives of the administration shall cooperate in the development of entrance qualifications. The minimum qualifications shall be prepared by the Commission staff and shall be subject to approval by the Commission.
- D. The typical duties listed in the Commission's class descriptions are a general, not exhaustive list of the duties that can be assigned to a class. A class description does not prescribe what the specific duties of any single position within the class shall be and does not restrict the administration from assigning other duties and responsibilities not mentioned in the description but of a similar kind and/or level.
- E. An employee does not have the right to refuse to perform any duty he/she is assigned by an authorized supervisor, provided the performance of that duty will not endanger the employee's health or safety or that of others. Questions concerning the performance of duties that are not identified in the employee's class description and seem to be inconsistent with the class concept should be referred to the Personnel Commission for evaluation and resolution using procedures included in Rule 545, RECLASSIFICATION or Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION.
- F. In placing positions into job classifications, the description for each class shall be considered as a whole rather than as a collection of isolated clauses, phrases, or words apart from the context. Each class description shall be construed in its proper relationship to other descriptions, particularly those of classes in the same group and series of classes.
- G. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration of any proposed classification or reclassification action. 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: Minor editorial changes in paragraph B and C. Paragraph D revised for clarification. Paragraph E was changed to F with minor amendments. Paragraph F was deleted and replaced with new text. Paragraph G was amended.

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