

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

523

LAW AND RULES

March 20, 2003

523 CLASSIFICATION OF NEW POSITIONS

Education Code Sections

88009. Fixing of Duties. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other positions not requiring certification qualifications of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

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

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) Exempt from the classified service shall be:

88104.5. Reclassification. No position 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.

88162. Salary for Persons in Nonacademic Positions.

(a) ***

(b) ***

(c) A governing board may, at any time, increase the wages salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

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

CHANGES:

Rule 555 was changed to Rule 523 and the title was changed to Classification of New Positions.

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CLASSIFICATION OF NEW POSITIONS

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- A. When a new position is established by the Board of Trustees, the responsible President or Division Head, shall request classification of the position by the Personnel Commission.
- B. The Personnel Director may request approval by the Board of Trustees of any position description (Form C1121) prior to the conducting of a classification study.
- C. The Personnel Director is delegated authority to review and act upon requests to classify new positions into existing job classifications. Additional information may be required at the staff's discretion. If the position is to be allocated to an existing class, the authority to classify is delegated to the staff subject to appeal to the Commission.
- D. The Commission will create a new job classification only when the duties are such that they may not properly be performed under one or more of the existing job classifications. If a new job classification is necessary, the Director shall recommend the appropriate classifications and salary allocation to the Personnel Commission for approval. Prior to any action by the Commission on such recommendation, advance notice shall be given to exclusive bargaining representatives and the District administration. If any of the parties registers a request, the matter will be held over until there is a reasonable opportunity for that party and the staff to consult on the matter.

CHANGES:

Remove paragraph A. Amend paragraph B.

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