

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

544

LAW AND RULES

June 2, 1983

544 CLASSIFICATION POLICY

Education Code Sections

**88076. Establishment of Classified Service; Definitions; Position 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 classes, and preparing written class specifications. (b) Exempt from the classified service shall be:

- (1) Positions which require certification qualifications,
- (2) Part-time playground positions,
- (3) Full-time students employed part time,
- (4) Part-time students ...
- (5) Apprentice positions,
- (6) Positions established for the employment of professional experts ....

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However, nothing in this section shall prevent an employee, ... retaining his or her regular status under the provisions of this law.

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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:**

Adds Education Code Section 88104.5. Topical headings added to Code Sections. Includes definition of the term "to classify."

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- A. The Personnel Commission shall classify all positions and employees that fall within the classified service and such other positions as may be requested by the administration.
- B. The Personnel Commission or the Personnel Director will receive requests for classification or reclassification studies which are submitted by the administration, by employees, or by the exclusive representatives, and may direct appropriate staff study of the requests. In addition, the Commission may initiate classification or reclassification studies. The results of studies will, upon their conclusion, be reported to the Commission even if no change in classification is recommended.
- C. Classification studies are based on analyses of duties and responsibilities, and studies of existing positions should be initiated whenever there is an indication of a substantial change in duties and responsibilities. The Personnel Commission policy is that each class of positions be restudied, insofar as possible, approximately every five years.
- D. It shall be the policy of the Personnel Commission, when reclassification requests are received to review decisions for positions or classes which have been reported on within the past three years, to require that reasons be submitted with the request for review to justify the reopening of the study.
- E. The Personnel Director is delegated responsibility for the reclassification of positions between specified classes in accordance with criteria that have been approved by the Personnel Commission. The reclassification actions under this procedure shall be processed on the Personnel Commission Form 80.6 and are subject to ratification by the Personnel Commission at its next regular meeting. No action by the Board of Trustees is necessary since the Board has previously concurred in the basis for the reclassifications. However, 80.6 reclassifications involving the reclassification of an incumbent with his position under Rule 545 require the approval of the Commission and the Board. Positions reclassified by the 80.6 procedure are subject to post audit by the Personnel Commission staff.
- F. It shall be the policy of the Personnel Commission to provide advance notice to the exclusive bargaining representative and the District administration of any proposed classification or reclassification action prior to recommending the adoption by the Personnel Commission. The matter will be placed on the Order of Business of the next regular Personnel Commission meeting. If any of the parties registers a request at or prior to the Personnel Commission meeting, the matter will be held over until there is a reasonable opportunity for that party and the staff to consult on the matter.

**CHANGES:**

Adds new Paragraph F.

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- G. It shall be the policy of the Personnel Commission to provide at least one opportunity for a regular incumbent of a position which is approved for upward reclassification to compete in an examination for the higher class. In order to comply with this policy, the effective date of reclassification actions will be deferred sufficiently for a new examination to be completed and an appointment made from the resultant eligibility list.

**CHANGES:**

No change in text.

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