



Working Out of Classification



Date: Thursday, April 23, 2009
Time: 1:00 P.M. - 3:00 P.M.
Location: Los Angeles Southwest College
Room: LL-106

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:

- Differences between a Classification Study & Temporary Work out of Class
- Examples of Classification Studies & Temporary Work out of Class claims
- Who can initiate a request to have their duties evaluated
- When requests should be submitted
- How to initiate a request for a review
- Procedures and processes for reviews
- What to expect once a request is submitted
- Annual Job Classification Survey



Personnel Commission

Questions?
 Contact:
 Leslie Yuri
 213-891-2136

Registration Form

Please return this part by Wednesday, April 22, 2009 to LACCD, Personnel Commission, Attn: Leslie Yuri

Name (Please Print): _____ **Ext.:** _____ **Location:** _____

I will attend the workshop on April 23 at 1:00 p.m.

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