



Individual Reclassification Process



Date: Tuesday, April 22, 2008
Time: 1:15 P.M. - 3:15 P.M.
Location: L.A. Trade Technical College
LRC 110

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:

- What is an Individual Classification Study?
- Who can initiate a study
- How to initiate a study
- When a study should be requested
- Procedures and processes for reclassification
- Annual Job Classification Survey
- Differences between reclassification and temporary work out of class



Personnel Commission

Questions?
Contact:
Rosie Castro
213-891-2088

Registration Form

Please return this part by Friday, April 18, 2008 to LACCD, Personnel Commission,
Attn: Rosie Castro

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

I will attend the workshop on April 22, 2008 at 1:00 p.m.

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