



# Individual Reclassification Process



**Date:** Friday, April 11, 2008  
**Time:** 9:00 A.M. - 11:00 A.M  
**Location:** L.A. Valley College  
Faculty Lounge

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 4, 2008 to LACCD, Personnel Commission,  
Attn: Rosie Castro

**Name (Please Print):** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

I will attend the workshop on April 11, 2008 at 9:00 a.m.

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_