



Individual Reclassification Process



Date: Friday, April 11, 2008
Time: 1:00 P.M. - 3:00 P.M.
Location: West Los Angeles College
Room: ATA - 116

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:
Leslie Yuri
213-891-2136

Registration Form

Please return this part by Tuesday April 8, 2008 to LACCD, Personnel Commission,
Attn: Leslie Yuri

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

I will attend the workshop on April 11, 2008 at 1:00 p.m.

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