



# Working Out of Classification



**Date:** Thursday, April 16, 2009  
**Time:** 9:00 A.M. - 11:00 A.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:

- 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 15, 2009 to LACCD, Personnel Commission, Attn: Leslie Yuri

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

I will attend the workshop on April 16 at 9:00 a.m.

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