



**APRIL 2021**

**MEMBERS OF THE  
PERSONNEL  
COMMISSION**

David Iwata,  
Commission Chair

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Ronald Delahoussaye,  
Personnel Director

# Los Angeles Community College District



## Annual Job Classification Survey

### PERSONNEL COMMISSION

#### OUR WEBSITE

[http://laccd.edu/Departments/  
PersonnelCommission](http://laccd.edu/Departments/PersonnelCommission)

#### CONTACT US

**Personnel Commission Office**  
[PersComm@laccd.edu](mailto:PersComm@laccd.edu)

One of the primary functions of the Personnel Commission is to ensure that positions occupied by classified employees are correctly classified based on the nature and level of duties they perform. Since we cannot be everywhere to personally monitor changes in positions as they occur, we must depend on employees, supervisors, administrators, and union representatives to be informed about what their role is in the job classification process and to conscientiously follow through when job classification issues occur.

To both assist in the education process and keep the process in the forefront, you are receiving this informational bulletin and being given the opportunity to have a member of the Personnel Commission staff take a quick look at any duties that you believe fall outside your current job classification. If a full classification audit and study of your position is warranted, we will help you and your supervisor initiate a study. If the duties you have identified are within your current job classification, you will be able to put your concern to rest.

We hope that this information will assist you in understanding this important merit system right. If you have any questions, please feel free to contact the Personnel Commission Office at [PersComm@laccd.edu](mailto:PersComm@laccd.edu).



## The Basics

### What is Job Classification?

A job classification consists of all positions, regardless of departmental location or work site, that are sufficiently alike in duties and responsibilities to be called by the same descriptive title, to be paid the same pay scale, to have like working conditions, and require substantially the same job qualifications.

### How is a Job Classified?

Job audit and analysis is the process used to evaluate the nature and level of the duties and responsibilities assigned to a position so that a position can be assigned to the correct job classification.

### What Happens When a Job Changes?

Clearly the duties and responsibilities of a position can change. Sometimes they simply gradually change over time because of department needs and not at the direction of a supervisor. Sometimes they change at the direction of a supervisor. Changes in duties do not always warrant a change in classification. When they do, there are two processes available to recognize the change depending on whether the duties are to be performed permanently or temporarily.

**Reclassification** – If the duties of a position are changed permanently, the employee’s position can be reclassified to another job classification.

**Temporary Work Out of Classification** – If the duties of a position are changed to meet a temporary need, i.e. a special project or peak workload period, and the nature of the work performed is at a higher level, the employee may be paid for the work performed outside of their regular job classification for a specified period of time.



## What Is My Role in the Job Classification Process?

- **Administrator** – An administrator is responsible for determining staffing needs (the number of positions needed) and for identifying what duties and responsibilities will be assigned to a position.
- **Supervisor** – It is the responsibility of a supervisor to know and understand District and Personnel Commission policies regarding job classification. Because the supervisor is commonly the one to initiate changes in duties and responsibilities, it is the supervisor’s obligation to encourage an employee to request a study of their position if either he/she or the employee believes that the change in duties could result in a change in job classification or warrant compensation for work out of classification. It is also the supervisor’s responsibility to create a workplace relationship with their employees that enables open communication regarding any questions or concerns an employee may have and to never discourage an employee from pursuing a study for any reason.
- **Employee** – Every employee is responsible for reading and understanding the job description for their job classification and initiating a study of their position whenever they believe that they have been assigned duties and responsibilities that fall outside of their job classification. It should first be reported and discussed with their immediate supervisor and/or second level supervisor. If for any reason that is not possible or is uncomfortable for the employee, they can seek assistance from their union representative or contact the Personnel Commission Office.
- **Personnel Commission** – The Personnel Commission staff is responsible for analyzing the duties and responsibilities assigned by an administrator and allocating the position to the correct job classification. The Personnel Commission is also responsible for reclassifying a position to a different classification if the duties of a position change and determining appropriate compensation for temporary work out of classification.
- **Union Representative** - It is the responsibility of a union representative to assist in educating employees about the job classification process, help employees during the course of the process, and to ensure that contract provisions and timelines related to the job classification process are followed by all parties.



## Common Concerns and Misperceptions

### “IT’S NOT IN MY JOB DESCRIPTION”

Employees frequently believe that because a duty they perform is not specifically listed on their job classification that they are working out of class. It is important to understand that the duties on the job description are **“typical duties”** and only represent a sample of the most common types of duties that can be assigned to an employee. Because a single job classification can be located in a number of different offices it is to be expected that there will be variation.

### “THE EMPLOYEE PREVIOUSLY IN MY POSITION PERFORMED THIS DUTY AND WAS PAID MORE”

When a position becomes vacant or in the absence of another employee it is common for a supervisor to take the opportunity to reassign duties temporarily or permanently to another employee. Since the duties performed by every employee includes a range of duties, it is possible for an employee to receive new duties that were formerly performed by an employee in a higher classification without it impacting the classification of their position. For example, consider the following:

An Executive Assistant prepares and processes the mileage and conference attendance claims for her supervisor. This duty is not a critical duty to the classification of the Executive Assistant position since it is a duty that can be performed by lower level clerical and secretarial staff. If the duty was reassigned to a Senior Secretary in the office, it would not result in the Senior Secretary being reclassified to Executive Assistant.

### “I AM WORRIED I WILL HAVE TO TAKE A TEST AND MAY NOT BE SUCCESSFUL”

If your duties have gradually changed and you have occupied your position for two years, there is no examination requirement. Of those reclassified employees who have to take an examination, the success rate is very high.

### “I DON’T WANT MY DUTIES TAKEN AWAY”

Sometimes upon completion of a classification study, a supervisor will be told that the duties of a position warrant upward classification of a position. For a variety of reasons, the supervisor may determine that they do not want the position reclassified. It is the legal prerogative of the supervisor and District to change the duties of the position so that the employee is working within their job classification and to not reclassify the position upward. In such situations, the employee may receive temporary work out of classification compensation for the period of time the employee worked out of classification.

### “THE PERSONNEL COMMISSION WILL GO ALONG WITH WHATEVER THE DISTRICT WANTS”

The California State Education Code gives the Personnel Commission independent authority to classify positions, write job descriptions, and determine the internal salary relationships among classified jobs. It is the responsibility of District administration to identify the duties to be performed by individual employees, but it is the responsibility of the Personnel Commission to classify the positions. By having this division of authority, employees are guaranteed the opportunity to request a study of their position whenever they believe they have been assigned duties outside of their job classification, have an independent analysis of their job, and have the opportunity to have the results of their study heard by an independent body — the Personnel Commissioners.

## Additional Resource Information

### Personnel Commission Rules

- [Rule 544](#) — Classification Policy
- [Rule 545](#) — Classification Studies
- [Rule 550](#) — Temporary Work Out of Classification

### Union Contracts

- AFT College Staff Guild—Article 15
- Local 99—Article 18
- Local 721—Article 17

## Two Ways to Initiate a Study

- **Complete a Classified Staffing Request (C1121)**
- **Check the box indicating that your duties are not consistent with your job classification on your annual performance evaluation**



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
Personnel Commission**

**ANNUAL REQUEST FOR REVIEW OF DUTIES**

In an effort to ensure that the positions in which classified employees serve are properly classified, the Personnel Commission is offering you the opportunity to have a member of the staff review any duties or responsibilities you believe may fall outside of your classification by completing this brief questionnaire. If the information you provide indicates that a full study of your position is warranted, both you and your supervisor will be notified to complete a Classified Staffing Request (C1121) to initiate a comprehensive study of your position. If the duties you identify are evaluated to fall within your current job classification, you will be notified. If you do not file this document with the Personnel Commission, we will assume that you believe that your primary duties fall within your current job classification. If in doubt about any duty or responsibility, it is best to complete the questionnaire. If you have any questions, please feel free to contact the Personnel Commission Office.

Date	Employee Name	Employee No.	Current Job Classification
Location	Department/Office		Phone Number

Immediate Supervisor and Title

Briefly describe in your own words the duties and responsibilities you believe fall outside your current job classification. You may wish to use your official class description as a resource. All official job descriptions are available on the Personnel Commission website at <http://laccd.edu/Departments/PersonnelCommission/job-descriptions>.

Have these duties been assigned to you on a permanent or temporary basis? (Please check only one box)

Permanent

Temporary

Date duties were assigned:

Employee Signature

**Please submit the form to the Personnel Commission at [PersComm@laccd.edu](mailto:PersComm@laccd.edu) by April 30, 2021 if you intend to take advantage of this process.**