

# Strictly Classified



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## CLASS DESCRIPTION REVISION PROCESS

At the heart of every sound personnel management program is a position classification plan. It groups individual positions into classes of positions for the purpose of defining the boundaries of the respective classes not only in terms of general character or kind of work but also in terms of difficulty and responsibility of work and the qualifications needed to perform the job. The job description becomes the basis for recruiting and testing potential employees, developing and maintaining pay administration plans, administering a performance evaluation system, and making decisions on a wide variety of employment transactions.

The nature of jobs is not static and can change with time, sometimes rapidly and sometimes slowly. In large agencies, formal changes affecting positions are relatively common. The agency may decide to engage in new functions; existing activities may be terminated, diminished, or modified; new technologies may be introduced; reorganizations, revisions of methods and processes, or alterations in flow of work may take place. As a result, new positions are created and existing ones are abolished, merged, subdivided, or materially altered.

Within the District, the assignment of duties and responsibilities to positions is the responsibility of District administration. The role of the Personnel Commission is to classify the duties, organize the classes into a position classification plan, and write the job descriptions in consultation with District administration. The revision of job descriptions is a routine process and may be initiated at any time. The time frame for completing the process may take several weeks depending on the level of interest and input. A flowchart of this process is available on the Personnel Commission website. The steps in the process are in the following order:

- Personnel Commission staff review and analysis of the job description; amendment of description.
- Distribution of the proposed changes to District Administration for comment.
- Personnel Commission staff review of comments and suggestions; additional revisions may be made.
- Distribution of the proposed revised job description to union representatives in preparation for consultation.
- Distribution of the proposed revised job description to regular employees in the job classification for comment.
- Union consultation, if requested.
- Final review and amendments by Personnel Commission staff.
- Final distribution to District administration, union representative, and employees.
- Presentation of the revised job description to the Personnel Commission for final approval.

In revising a class description, the Personnel Commission primarily takes into account the following:

- Changes in duties
- Changes in technology related to performing assigned duties
- Change in terminology
- Changes in lines of supervision exercised and received
- Issues of consistency with related job classifications/descriptions
- Qualifications for new employees
- Clarity in language

## Commonly Asked Questions

### When I receive notification about a proposed revision to my class description may I comment on the changes?

Yes, your comments are welcomed and should be sent to the analyst who provided you with the proposed revisions notification. The analyst will provide you with a timeline for your input. Input received after the deadline will be considered for a future revision.

### My class description does not seem to include all of the duties I perform. Why?

A job description is a representative sample of duties performed; not all duties of all incumbents will be listed. Also, not all incumbents in a job classification will perform all duties identified in the job description; they must, however, perform most of the typical duties identified in the job classification.

Occasionally, as a result of revising a job description, the need for a classification study of a position within the class becomes apparent. In such cases, the Personnel Commission will request that the employee and/or supervisor initiate a reclassification study request.

### Will the class description review process affect my salary?

Routine class description revisions typically do not result in a comprehensive salary study for the applicable job classification.

### I am being asked to perform different or additional duties that I have never performed before. Can this be used to negatively impact my performance evaluation?

The class description is an important tool when making evaluations of performance. However, the nature of revisions to a job description are rarely of the magnitude that an employee cannot make the adjustment if requested to do so. If an employee has such concerns, they should immediately speak with their supervisor to discuss training opportunities.

## Questions

If you have any questions regarding the class description revision process, please contact the Personnel Commission staff at [PersComm@laccd.edu](mailto:PersComm@laccd.edu).