

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4432 General Classification Rules

**4432.3 Creation of New Positions or Classifications**

- A. When the Superintendent/County Board of Education or designee determines the need for a new position in the classified service, it shall be reviewed with the Director and shall include a description of the duties to be performed in the position.

The Director shall review the request and present recommendations to the Commission as necessary. The Director shall:

1. Determine whether the position should be allocated to an existing class or to a new class. If allocated to an existing class, it shall be reported to the Commission at the next regular meeting.
2. Arrange classes into occupational hierarchies and determine reasonable relationships within occupational hierarchies.
3. Determine the proper salary placement of a new class, if one is established and recommend the allocation to the Commission for approval.
4. Prepare a written class description for approval by the Commission for a new class.
5. Notify the Superintendent/County Board of Education or designee of any action taken.
6. Provide reasonable notice to the exclusive bargaining unit for any proposed changes to classifications that have been determined to be a part of the unit.

Reference:

Education Code Sections 45101, 45109, and 45256

Approved:  
Revised:

September 15, 1975  
May 27, 1982  
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