

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4432 General Classification Rules

4432.4 Class Descriptions

- A. For each class of positions, as initially established or subsequently approved by the Commission, there shall be established and maintained a class description, which shall include:
 - 1. The official class title.
 - 2. A definition of the class, which indicates its basic functions.
 - 3. The essential duties and responsibilities to be performed by persons holding positions allocated to the class.
 - 4. A statement of minimum qualifications for service in the class. The desirable qualifications may include education, experience, knowledge, skills, abilities, physical abilities, licenses and certificates, and working conditions.
- B. The Commission shall insure that minimum educational and work experience requirements for classified positions reasonably relate to the duties of the position and that they will yield an adequate field of competition.
- C. Class descriptions shall be approved by the Commission prior to the issuance of a position announcement to fill a position vacancy.

Reference:

Education Code Sections 45109, 45256 and 45276

Approved:
Revised:

September 15, 1975
May 27, 1982
July 23, 1992
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