

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.1 Requests for Study

- A. Requests for classification study of existing positions shall be presented to the Director together with a statement of the reasons for requesting a study. Requests for study may be initiated by the Program Manager with the approval of the Superintendent and/or designated Assistant Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. A statement of the current authorized duties of the position (s) and any prospective changes shall accompany requests. The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and responsibilities.
- B. Requests for study are normally initiated during the month of February of each fiscal year. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular February to June cycle in the event of an unusual work situation.
- C. The Director shall conduct a classification study or have a study conducted by a qualified specialist to determine if the position is properly classified. The Director shall prepare a summary with recommendations as to the proper classification of the position. Summaries shall be submitted to the Commission and the County Superintendent. Notices shall be sent to the Program Manager and the employee once the Commission has made its determination. The Commission shall hear presentations in regards to the matter and shall make the final determination.
- D. No position classification or reclassification plan that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed classification/s or reclassification/s.

Reference:

Education Code Sections 45256, 45285 and 45285.5

Approved:
Revised:

September 15, 1975
June 15, 1982
September 24, 1992
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