

POSITION RECLASSIFICATION - CONFIDENTIAL

Established confidential positions may be reviewed for possible change due to organizational changes or a significant change in assigned duties upon request of a division head to the Director of Personnel. Requests are to be submitted in writing between January 1 and February 15, of each year. The Director of Personnel will review with the division head the basis of the request, conduct whatever studies are required and make recommendations to the County Superintendent of Schools. Any changes approved by the County Superintendent of Schools will normally be effective the following July 1.

If there are valid extenuating circumstances, confidential positions may be reviewed at other times during the year upon request of the division head.