

Westminster School District
Personnel Commission Rules and Regulations

**ARTICLE III
POSITION CLASSIFICATION PLAN**

Section 1 The Classified Service

3.1.1 Positions Included

- A. All positions established by the Board of Trustees which are not exempt from the classified service by law shall be a part of the classified service of the Westminster School District. All employees serving in the District's classified positions shall be classified school employees. The employees and positions shall be known as the classified service.
- B. No person whose contribution to the District consists solely in the rendition of individual personal services and whose employment does not come within the scope of exemptions established by law shall be employed outside the classified service.

References: E.C. #44065, #44066, #44068, #44069, #45103, #45104, #45105, #45105.1, #45106, #45108, #45256, #45256.5, and #45259

Adopted: July 18, 1989

Reviewed: September 23, 2008; February 27, 2024

3.1.2 Exemption From the Classified Service

Positions required by law to have certification qualifications, full-time day students employed part-time, part-time students employed part-time in any college work-study program or in a legally authorized work experience program conducted by a community college district, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board of Trustees or by the Personnel Commission provided that the Commission has agreed to designate such persons as professional experts, shall be exempt from the classified service.

References: E.C. #44065, #44066, #44068, #44069, #45103, #45106, #45108, #45204, #45205, #45205.1, #45256, #45256.5, #45257, #45258, #45259, #51760, #51760.3, and #51764

Adopted: June 15, 1965

Amended: July 18, 1989, February 27, 2024

Reviewed: September 23, 2008

3.1.3 "Part-time" Defined

A part-time position for the purpose of exemption under Personnel Commission Rule #3.1.2 is a temporary position for which the assigned time, when computed on a monthly basis is less than eighty-seven and a half percent (87 ½%) time of the normally assigned time for the majority of employees in the classification to which assigned or the majority of the employees in the classified service; whichever amount of time is the lesser.

References: E.C. #45256 and #45260

Adopted: July 18, 1989

Reviewed: September 23, 2008 February 27, 2024

3.1.4 Effect of Exemption

Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these rules and regulations; except as otherwise provided by law or by the Board of Trustees.

References: E.C. #44065, #45103, #45105.1, #45106, #45256, #45257, #45258, and #45260

Adopted: July 18, 1989

Reviewed: September 23, 2008 February 27, 2024

3.1.5 Professional Expert Assignments

- A. Whenever the use of a professional expert assignment is being contemplated the administration shall submit a description of the project to the Executive Director, Human Resources, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the employee so assigned, or to avoid payment of overtime to other persons a part of the classified service, nor shall a limited-term position be filled by the assignment of a professional expert if the duties and responsibilities to be performed by the person fit an existing class for which a reemployment or an eligibility list exists.
- B. When the person who is to be employed as a professional expert is known, his/her name as well as the data relative to his/her qualifications shall be submitted to the Executive Director, Human Resources. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession. Evidence of professional qualifications must be presented to the Personnel Commission at the time that the written request for such temporary appointment is made. The duration of the authorization for a person to serve as a professional expert shall be determined by the Commission; based upon the request of the Board of Trustees. However, authorization for service as a professional expert shall not exceed a maximum of eighteen (18) months.

References: E.C. #45256 and #45260
Adopted: June 15, 1965
Amended: July 18, 1989; August 22, 2000 February 27, 2024
Reviewed: September 23, 2008

3.1.6 Restricted Positions

A. Definition:

If specifically-funded programs of the District are required, as a part of such program, to employ persons of low-income groups from designated impoverished areas and such other criteria that limits the privilege of all other citizens to compete for employment in such positions, those positions (in addition to the regular class title) shall be classified as "Restricted." The selection and retention of employees in such positions shall be made on the same basis as that of persons selected and retained in positions that are a part of the regular school district program; except that persons employed in the following "Restricted" classifications need not participate in the same type of selection processes as other similar non-restricted positions:

1. The position of Instructional Assistant-Restricted; and
2. Any other position involving personal contact with pupils or parents established to assist regular school personnel that are responsible for school-community relations, educational support services, or prevention of behavioral problems.

B. Rights and Benefits of Persons Serving in "Restricted" Positions:

1. Persons employed in "Restricted" positions shall be classified employees for all purposes except:
 - (a) they shall not attain permanent status; and
 - (b) they shall not be accorded seniority rights; in the event of layoff; and
 - (c) they shall not be eligible for promotions within the classified service until they have complied with the provisions of subdivision B.2 (below).

2. Employees serving in "Restricted" positions may, after completion of six (6) months of satisfactory service, be given the opportunity to take an appropriate competitive examination being given for the class in which they are serving. Should such persons successfully complete the examination process for placement on the eligibility list, as a result thereof, and regardless of his/her numerical standing on the eligibility list, he/she shall become a member of the regular classified service of the District; even though such person may continue to serve in the "Restricted" position. Employees who have attained regular permanent status with the District under the provisions of this rule shall be accorded the full rights, benefits, and burdens of a regular permanent classified employee including, but not limited to, seniority rights (from the date of his/her original employment with the District in the "Restricted" position).

References: E.C. #45105, #45260, and #45261
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.1.7 Employment of College Students Under Certain Programs

Full-time students employed part-time and part-time students employed part-time in any college work-study program, or in a work experience education program conducted by a community college district pursuant to Education Code Sections 51760-51770, and which is financed by state or federal funds, shall not be a part of the classified service. The District may employ such students pursuant to the Education Code. However, employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for service.

References: E.C. #45256, #45260, #45261, and #51760 through #51770
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

Section 2 General Classification Rules

3.2.1 Assignment of Duties

The Board of Trustees shall prescribe the duties and responsibilities of all positions in the classified service, either directly or through its designated administrative staff, except for those of the Personnel Commission staff. When the duties being performed by a member of the District's classified staff are found to be inconsistent with the duties officially assigned to his/her position, the Human Resources Classified Director shall report that fact to the appropriate administrator so that any necessary action may be taken.

References: E.C. #45100, #45104, #45105, #45105.1, #45109, #45240, #45241, #45264, and #45266
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.2.2 General Nature of the Classification Plan

The Executive Director, Human Resources shall make recommendations to the Personnel Commission regarding the establishment and maintenance of a district classification plan.

The Personnel Commission shall classify all positions in the classified service and those classifications or classes will be placed into groups by the Commission according to their general occupational nature and, within groups, shall be listed in series by specific occupation. The classification plan shall indicate the class or classes in each series which are likely to be filled by open competitive examination. Those classes not so designated shall be considered to be promotional classes unless the Personnel Commission decides other-wise. The Personnel Commission shall decide whether an examination will be open, promotional, or open and promotional at the point that it orders or authorizes that an examination be held.

In establishing and maintaining a classification plan, the list of classes that the Commission establishes shall contain designations of the salary rate or range applicable to each class.

References: E.C. #45100, #45104, #45105, #45105.1, #45109, #45241, and #45256
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.2.3 Allocation of Positions to Classes

All positions substantially similar as to the duties performed and the responsibilities exercised by the incumbents of such positions as well as their qualification requirements shall be allocated to the same class.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.2.4 Creating and Abolishing Classes

The Commission may create new classes as needed and abolish or combine existing classes within the Classified Service, as the needs of the service require.

References: E.C. #45241, #45256, #45261, and #45276
Adopted: June 15, 1965
Reviewed: September 23, 2008 February 27, 2024

3.2.5 Class Specifications

For each classification or class of positions in the Classified Service, as initially established or subsequently altered by the Personnel Commission, the Commission shall establish and maintain a class specification, which shall include:

- A. The official class title;
- B. A definition of the class; indicating the type of duties, responsibilities, and placement within the organizational scheme;
- C. A statement of typical tasks to be performed by persons holding positions allocated to the class;
- D. A statement of the minimum qualifications for service in the class which may include education, experience, types of knowledge that may be necessary, skills and levels of skills, abilities, as well as physical traits and personal characteristics;
- E. A statement of distinguishing characteristics which differentiate the class from other related or similar classes, if necessary or desirable;
- F. License(s) or other special requirements for employment or service in the class;
- G. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of his/her qualification appraisal, even though such additional qualifications are not a prerequisite to consideration for employment.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.2.6 Class Definitions

The Commission reserves the right to amend and amplify the definitions established for each class. It is the intent of the Commission that the class specifications shall present a true picture of the positions and classes described.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Reviewed: September 23, 2008 February 27, 2024

3.2.7 Interpretation of Class Specifications

- A. The definition and typical tasks (representative duties) are descriptive and explanatory and are not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any one position. The use of particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of a similar kind and/or quality; as determined by the Personnel Commission.
- B. In determining the class to which any position may be allocated, the specification for each class shall be considered as a whole. Consideration shall be given, not to isolated clauses, phrases, or words, apart from their context and/or illustrative information in other parts of the specification(s), but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.
- C. Each class specification is construed in its proper relationship to other classes and class specifications, particularly those in the same group or series of classes; in such a manner as to maintain a proper gradation in the series to which the class has been allocated, as well as the proper differentiation between classes.
- D. Qualifications commonly required of all positions and incumbents within the District, such as good physical condition, citizenship or other legal right of employment in this Country, integrity, industry, sobriety, initiative, resourcefulness, dependability, good judgment, good moral character, and loyalty, are included as part of the minimum qualifications requirements in the specifications even though they are not specifically listed therein.
- E. The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement of position vacancies and in the preparation of tests and other selection procedures as well as the evaluation of the qualifications of applicant/candidates seeking employment in positions allocated to the class, but does not require a particular form or content of test or testing (selection) procedure.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: July 18, 1989
Revised: September 23, 2008

3.2.8 Change(s) In Duties of Positions

Any substantial changes in duties of existing positions shall be promptly reported in writing by the appointing authority or designated representative to the Executive Director, Human Resources, who shall determine whether or not the position should be recommended to the Personnel Commission for allocation to a new or different classification. Should a change in classification be warranted or necessary, the Executive Director, Human Resources shall submit his/her recommendation to the Personnel Commission for action.

References: E.C. #45256, #45260, #45273, #45276, #45277, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.2.9 Working Out of Classification

Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions by the Board of Trustees for any period of time which exceeds five (5) working days within a fifteen (15) calendar-day period; except as provided by this rule.

The Human Resources Classified office will provide all new employees with a copy of the appropriate class description (for their positions) at the time of employment into such classification. In addition, the Human Resources Classified office will make certain that all existing employees have received copies of their class descriptions. An employee may be worked beyond the scope of the duties normally assigned to his/her position provided that his/her salary is adjusted as follows:

- A. When a regular employee in the classified service works in a higher classification for a period of time which exceeds five (5) working days within a fifteen (15) calendar-day, the salary of the employee shall be adjusted upward for the entire period of working out of classification.
- B. Whenever an employee is allowed to assume or is required to perform all or the majority of the functions and duties of a higher classification, the salary shall be adjusted upward to the salary range of the higher classification, and then to the step of that range that will provide the employee with at least a four percent (4%) salary increase. An employee may receive less than a four percent (4%) increase if the top step of the higher classification's salary range is less than four percent (4%) above the employee's regular salary. In such an event, the employee shall be placed at said top step and the employee shall not be entitled to further compensation.
- C. Whenever an employee is allowed to assume or is required to perform duties for which no classification has been established, "salary adjustment upward" compensation shall be determined by the Personnel Commission as provided in "E" below. Compensation granted under this provision shall provide for a minimum increase of four percent (4%) and a maximum increase of twenty percent (20%).
- D. Claims for out-of-class pay will be submitted on appropriate forms and will include a description of the out-of-class duties performed. The completed claim form (s) shall be submitted to the Executive Director, Human Resources as soon as possible. But, in no event shall a claim be accepted if filed later than one-hundred-twenty (120) days following the completion of the out-of-class assignment(s).
- E. The Executive Director, Human Resources shall review all out-of-class claims, secure any back-up information necessary and, except for claims filed under the conditions noted in paragraph "C" above, take action to make the necessary adjustments. For claims filed under the conditions noted in paragraph "C", the Executive Director, Human Resources will submit a report to the Personnel

Commission no later than twenty-five (25) days following receipt of such out-of-class claim form. The out-of-class claim will then be placed on the agenda for the first regular Commission meeting scheduled thereafter. The Commission shall take such action as it necessary; based upon the facts presented.

In determining the amount of compensation, if any, the Commission may consider any or all of the following factors: type(s) of duties performed; percentages of time spent performing the duties as compared to a full-time employee in a similar classification or situation; the relationship which compensation schedules bear to one another, or any other appropriate factor necessary to the determination of like pay for like work.

The Personnel Commission may grant retroactive compensation for out-of-class work performed. However, such retroactive compensation shall be limited to a maximum period of eighteen months immediately preceding the month in which the out-of-class is filed.

- F. Nothing in this rule shall be construed as permission to circumvent the provisions and procedures of the "merit system" in regard to classification and reclassification. Further-more, nothing in this rule shall be construed as permitting an employee to refuse to perform duties assigned by a duly authorized supervisor or administrator.

References: E.C. #45110, #45256, #45260, #45285, #45285.5
Adopted: July 18, 1989
Amended: April 23, 1991; March 25, 1992
Reviewed: September 23, 2008 February 27, 2024

Section 3 Reclassification(s)

3.3.1 Reclassification Policy

The Personnel Commission maintains a system whereby classification reviews of positions will be on a continuing basis. The Commission will conduct studies of positions and classifications as it deems necessary in order to maintain appropriate internal alignments and the integrity of its established classification plan.

- 3.3.1.1 The basis for reclassification can be a district-initiated reorganization or a gradual accretion of duties or responsibilities over a period of time.

The Executive Director, Human Resources shall submit his/her reclassification recommendations to the Personnel Commission (which has the ultimate authority in such matters) for consideration and action.

- 3.3.1.2 Requests for classification studies of existing positions shall be presented to the Executive Director, Human Resources, with a statement setting forth the reasons for the request. Requests for such studies may be initiated by an employee, District Administration, or a recognized employee organization.

- 3.3.1.3 Whenever a reclassification study of an individual position is initiated at the request of the incumbent in a position, the requesting employee shall secure and complete an approved "Position Information Questionnaire" as the initial step in the process.

Requests for reclassification from individual employees shall not be accepted for processing during school recess periods.

The completed questionnaire shall be submitted to the requesting employee's immediate supervisor for review and comment.

After the immediate supervisor has had an opportunity to review and comment on the information provided by the requesting employee, he/she shall sign, date, and forward the completed document to the Executive Director, Human

Resources. Unless extended by mutual agreement of the employee and his/her supervisor, the review must be completed and the document forwarded to the Executive Director, Human Resources within thirty (30) working days.

In the event that the immediate supervisor fails to forward the completed document to the Executive Director, Human Resources in a timely manner (as noted in the previous paragraph), the requesting employee may submit his/her request for reclassification to the Executive Director, Human Resources for processing.

Upon receipt of the request for reclassification, the Executive Director, Human Resources shall have forty (40) working days in which to conduct a study of the duties and responsibilities of the employee's position, and to submit his/her response to the employee. In the event that the Executive Director, Human Resources is in agreement that a reclassification is warranted that recommendation shall be submitted to the Personnel Commission for action at the next regularly-scheduled meeting. In the event that the Executive Director, Human Resources response indicates that his/her findings do not support a need for reclassification, or the Director fails to complete the study in a timely manner, the requesting employee may appeal the matter to the Personnel Commission by submitting a written appeal to the Commission office within fifteen (15) working days.

3.3.1.4 In the event that a request for reclassification is denied by the Personnel Commission or an employee fails to participate in a Commission-designated study covering the employee's classification, the requesting employee must wait a minimum of eighteen (18) months before reapplying for reclassification; unless the employee's duties are significantly altered as the result of a District initiated reorganization.

References: E.C. #45256, #45260, #45268, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 24, 1979; July 22, 1980; July 18, 1989; July 20, 1993; September/October 1997
February 27, 2024
Reviewed: September 23, 2008

3.3.2 Effective Date of Reclassification

The reclassification of a position or positions shall become effective on the date prescribed by the Personnel Commission, but shall not have retroactive effect. Effective dates may be set as of the first day of the month following the date of the Commission's action or it may be set sufficiently in the future to allow time for an examination process to be completed (if necessary), but not more than three (3) months from the date of the reclassification action.

References: E.C. #45256, #45260, #45268, #45285, and #45285.5
Adopted: June 15, 1965
Amended: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.3.3 Notice of Possible Reclassification

Prior to submitting his/her classification/reclassification(s) to the Personnel Commission for action, the Executive Director, Human Resources shall notify the affected employee(s), supervisor(s), District Administration, and recognized employee organizations (if any) of the impending action(s); providing copies of the proposed duty statement(s).

References: E.C. #45256, #45260, #45268, #45285, and #45285.5
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.3.4 Effects on Incumbents

- A. Whenever a position or entire classes of positions are reclassified upward, the rights of incumbents will be determined in accordance with these rules and regulations.

When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for three (3) or more years may be reclassified (by the Personnel Commission) with their positions.

When one or more positions within a class, but not all the positions within that class, are reclassified upward, the incumbents(s) in the position(s) who has (have) a continuous employment record of three (3) or more years in one or more of the positions being reclassified may be reclassified (by the Personnel Commission) with his/her (their) positions(s).

In order for an incumbent to be reclassified upward with his/her position, the basis for the reclassification of the position must be the gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignments of entirely new duties and responsibilities. Determinations as to the gradual accretion of duties will be on the basis of the guidelines provided by the Rules and Regulations of the Personnel Commission.

An employee who has been reclassified upward with his/her position shall be ineligible for subsequent upward reclassification with his/her position for a period of at least three (3) years from the date of the prior reclassification action. Those incumbents who are not reclassified (by the Personnel Commission) with their positions shall be afforded an opportunity to take a qualifying examination or to compete in the District's selection process for promotion into the higher class.

- B. When one or more positions within a class, but not all of the positions within that class, are reclassified to an equal or lower wage or salary range, the incumbent(s) in the reclassified position(s) shall have the following rights:

1. The right to bump a less senior employee in the same class pursuant to bumping procedure contained in the layoff provisions of these rules and regulations.
2. The right to bump a less senior employee in any equal or lower class in which the incumbent has previously served and holds permanent status.
3. The right to demote or transfer, without examination, with his/her position to the new classification.

The employee may elect to transfer, demote, or exercise bumping rights at his/her option and that choice shall not affect his/her rights under Personnel Commission Rule 3.3.5.

- C. For purposes of these guidelines, three or more years of regular service shall be interpreted to mean assignment for at least three (3) complete years within the assignment basis of the class or position being reclassified.

Determination as to gradual accretion will be based on an analysis of data to be supplied by the division or school as well as the Personnel Commission staff, regarding the following guideline factors:

1. The nature and scope of each identified change in duties and responsibilities.
2. The exact or approximate date the incumbent began the performance of the newly acquired duties and responsibilities.

3. The conditions which led to the association of the added duties and responsibilities with the subject position(s).
4. Evidence of the employee's performance of the added duties and responsibilities.

References: E.C. #45256, #45260, #45268, #45285, and #45285.1
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.3.5 Reemployment Lists for Displaced Incumbents

Any displacement of a regular employee resulting from a reclassification of a position, positions, or a class of positions, shall be considered as a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules. These rules shall be followed in all instances of reclassification; whether or not it results in an upgrading, downgrading, lateral class movement, bumping, or a complete displacement of incumbents:

- A. Persons laid off because of a reclassification are eligible for reemployment for a period of thirty-nine (39) months, and shall be reemployed in preference to new applicants. In addition, such laid-off persons have the right to participate in promotional examinations within the District during that thirty-nine month period.
- B. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff due to a reclassification, or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of twenty-four (24) months, provided that the same tests of fitness still apply as determined by the Personnel Commission.

References: E.C. #45260, #45285, #45298, and #45308
Adopted: July 18, 1989
Reviewed: September 23, 2008 February 27, 2024

3.3.6 Salary Placement Resulting From Reclassification

The salary placement of an incumbent who is reclassified with his/her position, or otherwise affected by a reclassification action, shall be determined as provided in Commission Rule #17.2.4 (Promotional Salary Rate) and/or #17.2.5 (Salary Placement Upon Demotion).

References: E.C. #45260, #45261, and #45268
Adopted: March 28, 1995
Reviewed: September 23, 2008 February 27, 2024

Section 4 Occupational Hierarchies

3.4.1 The Personnel Commission has hereby established the following:

- A. That the Classified Service is hereby divided into occupational hierarchies.
- B. That hierarchies are, in turn, subdivided into class series. Class Series are developed by vertically separating closely-related classes into multiple levels. For example, Food Service Manager, Food Service Lead Cook, Food Service Cook, Food Service Worker might comprise a food services series. The number of levels in a series is not preordained, but is dependent upon class definitions. The number of levels within a class series should reflect substantive differences between jobs which can be specifically defined. Care must be exercised to refrain from creating artificial levels and classifications in a class series since such a practice can only result in salary compression and difficulty in delineating separate jobs.

- C. It must also be noted that, although separate, hierarchies are intertwined to such an extent that the classification and related compensation decisions made for one occupational group have a direct impact on the other occupational groups or series. If not carefully set up and monitored, changes in salary schedules in one series may be increased in such a manner that the salary for a subordinate position could exceed the amount paid that position's supervisor or to so compact the salary schedule as to make promotions undesirable. Classification decisions, including salary placement, must be made with consideration given to the classified service as a whole; not just the impact on one classification or occupational series.

References: E.C. #45100, #45104, #45105, #45105.1, #45109, #45241, and #45256

Adopted: July 18, 1989

Reviewed: September 23, 2008 February 27, 2024

3.4.2 With the foregoing rules and guidelines in mind, the Commission has hereby established the following occupational hierarchies (see Sections 3.4.2.1 through 3.4.2.13)

- A. Salary range codes on the schedule and hierarchy charts (to follow) reflect a new numbering system. The former numbering system can be found by review of the previous Personnel Commission Rules and Regulations book.

Adopted: September 23, 2008 February 27, 2024

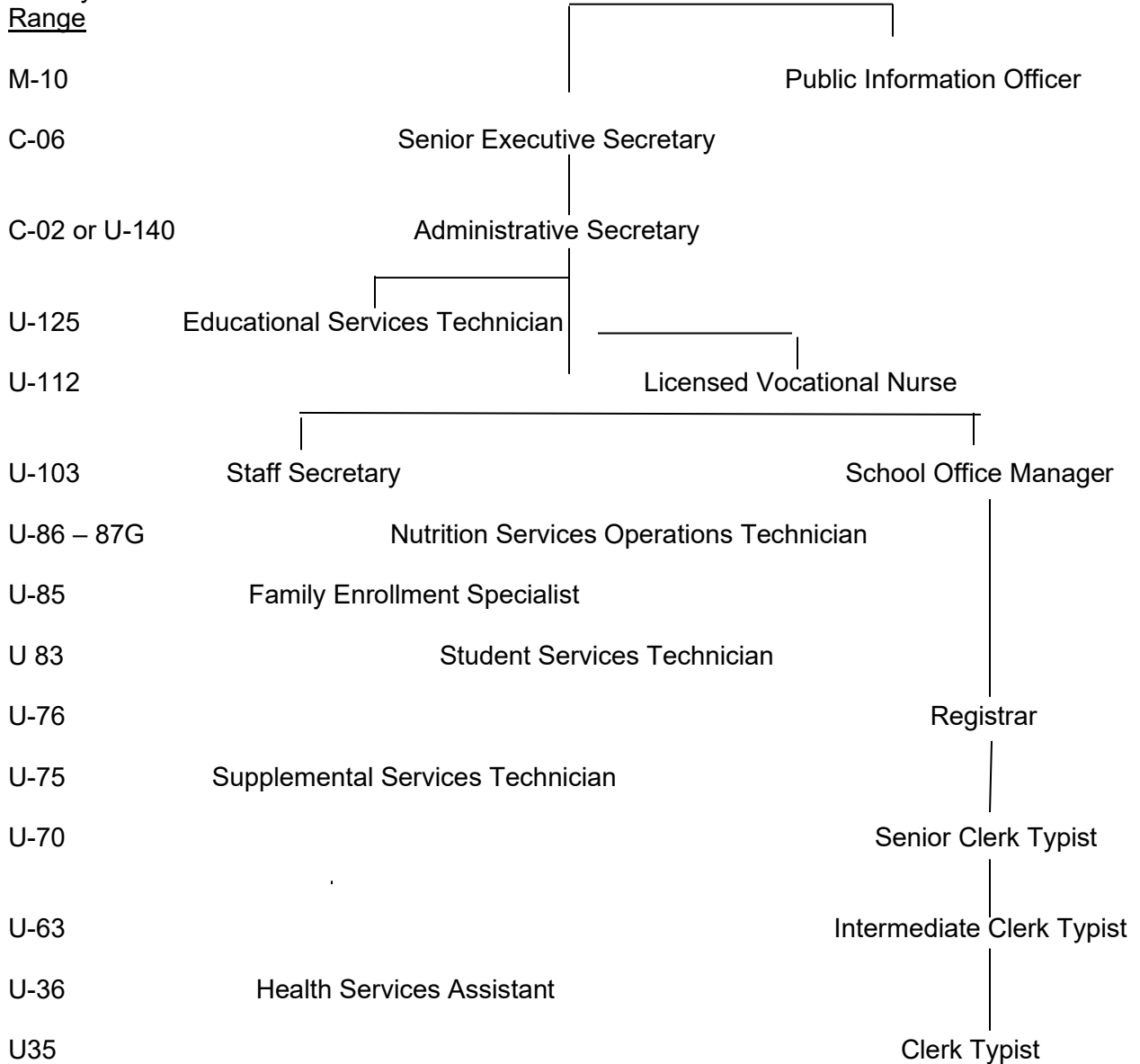
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.1 Clerical/Secretarial Series

*Salary

Range



The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

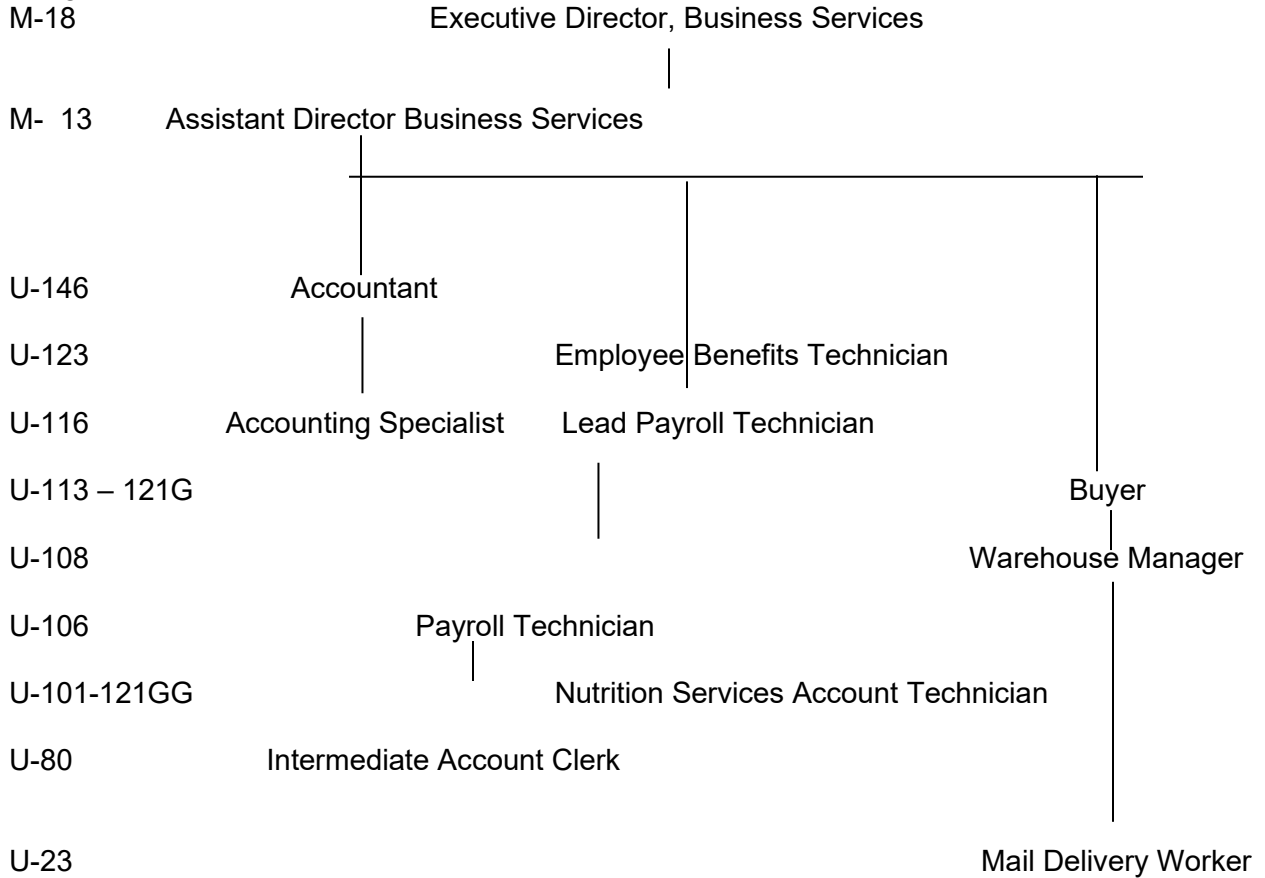
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Personnel Commission Rules and Regulations

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Section 4. Occupational Hierarchies (Continued) 3.4.2.2 Fiscal/Purchasing/Warehouse Series

*Salary

Range



The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

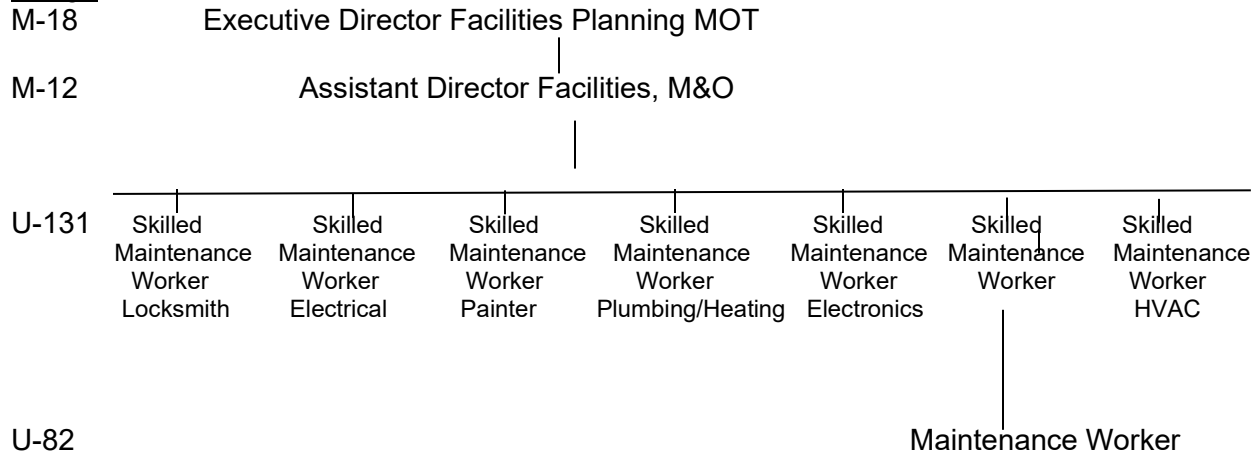
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Section 4. Occupational Hierarchies (Continued) 3.4.2.3 Maintenance Series

*Salary

Range



The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

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These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.4 Operations Series (Grounds and Custodial)

*Salary

Range

M-07

Grounds

Custodial

Building Services Supervisor

U-134G

Night Lead Custodian

U-131

— Skilled Maintenance- Grounds Equipment Mechanic

U-118

— Grounds Irrigation Technician

U-115

— Lead Grounds Maintenance Worker

U-78

Senior Custodian

U-75

— Grounds Maintenance Worker

U-61

Custodian

The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule

M= Management Schedule

U= Unit Member Schedule

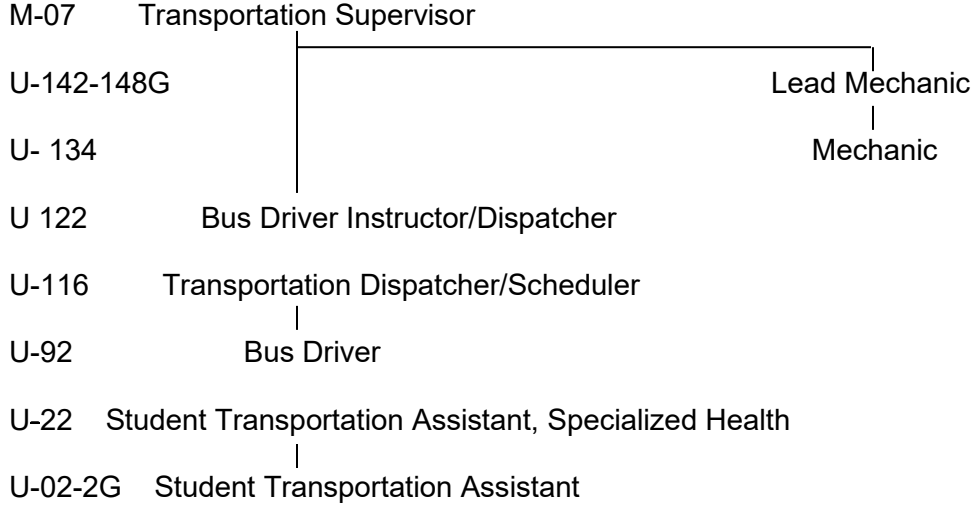
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.5 Transportation Series

*Salary

Range



The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

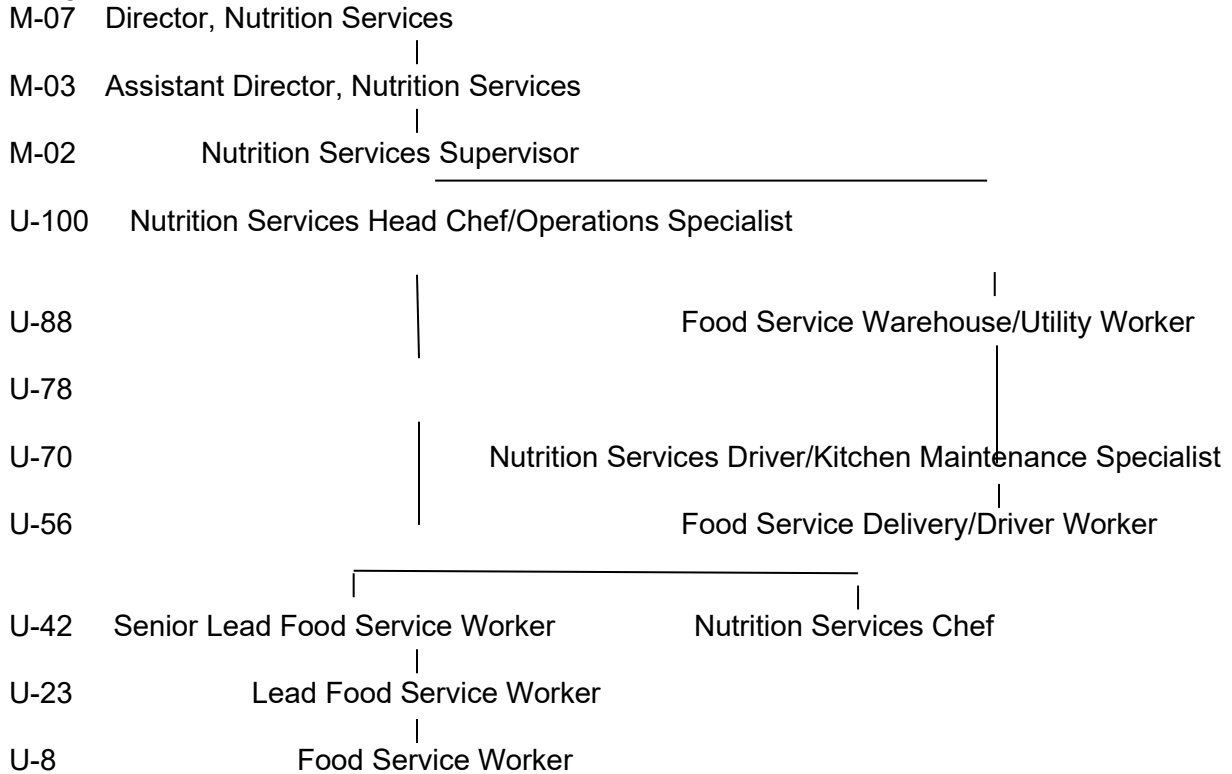
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4. Occupational Hierarchies (Continued) 3.4.2.6 Food Services Series

*Salary

Range



The solid lines indicate the normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

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Section 4. Occupational Hierarchies (Continued) 3.4.2.7 Child Care and Development Series

*Salary

Range



The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

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Section 4 Occupational Hierarchies (Continued) 3.4.2.8 Instructional Series

*Salary

Range

U-104	Speech and Language Assistant
U-73	Lead, Special Education Caseworker
U-56	Instructional Technology Assistant
U- 39	Paraeducator/Behavior and Instructional Support
U37-43G	Testing Technician –English Language Assessments
U-33-33G	Paraeducator/ Specialized Health and Instructional Support
U-25	Paraeducator Instructional Support
U-21	English Language Assessment Assistant (sub only position)
U-17	Paraeducator
U-10	Physical Education Assistant

The solid lines indicate normal career paths (upward and downward).

C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

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Section 4 Occupational Hierarchies (Continued) 3.4.2.9 Library Series

*Salary

Range

U-59 Textbook/Instructional Materials Technician



U-57 Instructional Materials Assistant



U-55 Library/Media Assistant

The solid lines indicate normal career paths (upward and downward)
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Westminster School District
Personnel Commission Rules and Regulations

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Section 4 Occupational Hierarchies (Continued) 3.4.2.10 Duplicating Series

*Salary

Range

U-96 Duplicating Services Technician

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U-67 Duplicating Services Assistant

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

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Section 4 Occupational Hierarchies (Continued) 3.4.2.11 Computer/Technology Series

*Salary

Range

M-19

Chief Technology Officer

U-149

Network Systems Specialist

U-148

Data Information Systems Integration Specialist

U-136

Computer Technician

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.12 Community Series

*Salary

Range

U-98 -148G District Parent and Family Engagement Specialist

U-78 District Special Education Parent Liaison

U-71 Translator/Interpreter

U-44 Community Liaison Worker

NTS 01 Noontime Supervisor

*Salary Range to be updated once the Salary Schedule revisions are complete.

The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule

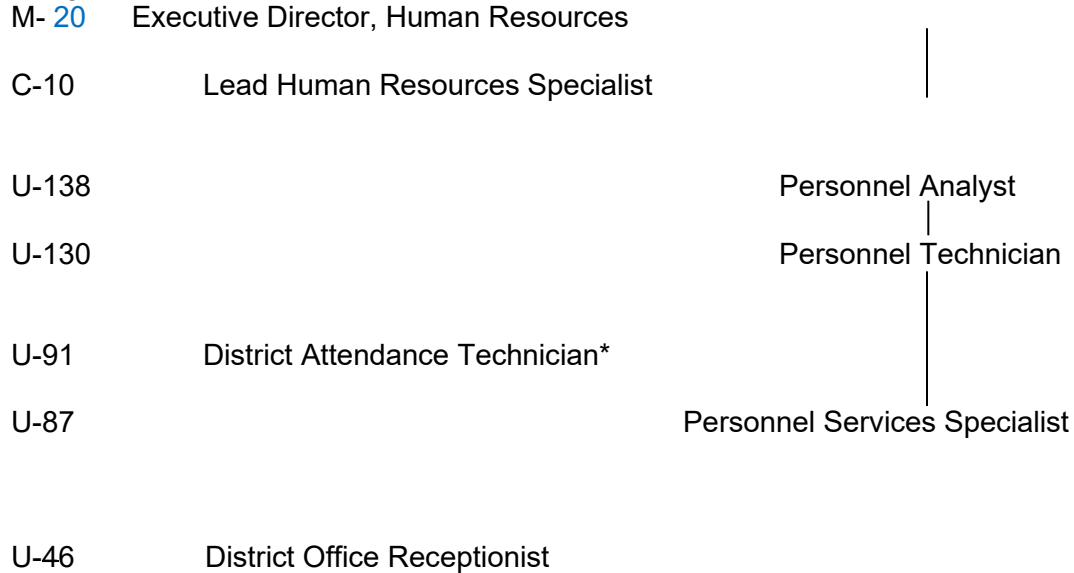
Westminster School District
Personnel Commission Rules and Regulations

These graphs do not necessarily represent lines of authority.

Section 4 Occupational Hierarchies (Continued) 3.4.2.13 Human Resources Series

*Salary

Range



The solid lines indicate normal career paths (upward and downward)
C= Confidential Schedule M= Management Schedule U= Unit Member Schedule