

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.1 Requests for Reclassification Study

- A. Requests for classification study of existing positions shall be presented to the Director, Human Resources together with a statement of the reasons for requesting a study. Requests for study may be initiated by the supervisor or the incumbent(s), with the approval of the designated Associate Superintendent; by recognized employee organizations or representatives; or by the Director, Human Resources. A statement of the current authorized duties of the position (s) and any changes that have occurred over time 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. The conduct of any such requested study must be approved by the County Superintendent of Schools.
- B. Requests for study are initiated each fiscal year by the deadline established in SBCEO policy. 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 cycle in the event of a vacancy or 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. Recommendations that would result in changes to job title, job description, and/or salary range shall be submitted to the Personnel Commission and the County Superintendent. All changes to job title, job description, and salary range must be approved by the Personnel Commission before they can take effect. Notices shall be sent to the supervisor and the incumbent once the Commission has voted on the Director's recommendation.
- 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: September 15, 1975
Revised: June 15, 1982
September 24, 1992
July 24, 2014
December 11, 2025