



LYNWOOD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION — CLASSIFIED PERSONNEL SERVICE

11321 Bullis Road, Lynwood, CA 90262-3600 | Phone: (310) 886-1490 | Fax: (310) 635-5143

RECLASSIFICATION FREQUENTLY ASKED QUESTIONS

A Guide to Understanding Position Classification, Reclassification Procedures, and Personnel Commission Rules

What is Reclassification? As it applies to classified employees, reclassification is a term used to describe a change in a position due to a **gradual accretion of duties over a period of time**. This process is contrasted with a sudden reorganization that changes the duties and responsibilities of a position. Under Personnel Commission Rules, position classification provides a systematic basis for maintaining logical, consistent relationships among different kinds of jobs, job requirements, and salaries. **A critical rule under Commission Rule 30.300 is that for an employee to be reclassified with their position, they must have been performing the gradually accumulated additional duties for two (2) or more complete years.**

SECTION A: UNDERSTANDING CLASSIFICATION & RECLASSIFICATION

Q: WHAT IS A POSITION?

A: A position is defined as the specific duties and responsibilities assigned by official authority (the Board of Education) to a particular job that requires the full- or part-time employment of one person. A position refers to a single set of duties performed by one individual.

Q: WHAT IS POSITION CLASSIFICATION?

A: Position classification is the systematic process of sorting positions into broad occupational categories (e.g., Clerical, Instructional, Transportation). Each position is then placed into a narrower category that more specifically describes the work (e.g., Clerk, Secretary, Para Educator, Bus Driver). Within these categories, positions are ranked according to their level of difficulty and responsibility (e.g., Clerk vs. Senior Clerk).

Q: WHAT IS A POSITION-CLASSIFICATION PLAN?

A: The position-classification plan is the structural foundation of the district's personnel system. It serves as the basis for assigning standard titles to jobs according to the kind and level of work, determining necessary qualifications for recruitment, designing employment tests, evaluating employee performance, and planning professional development. The terms job description, class specification, class, and classification are often used interchangeably to represent these standards.

Q: HOW DOES THE POSITION-CLASSIFICATION PLAN DIFFER FROM THE SALARY PLAN?

A: The position-classification plan describes and allocates positions into different occupational groups and levels. The salary plan establishes rates of pay for those classes. Salary rates are determined based on Board of Education policy and the principle that classified employees should be paid rates substantially equivalent to those prevailing in other school districts of similar types. Appropriate internal pay relationships are then established to reflect similarities or differences in the difficulty and responsibility of the classes.

Q: WHAT IS THE DIFFERENCE BETWEEN A CLASS DESCRIPTION AND A POSITION DESCRIPTION?

A: A Class Description (or class specification) is an official statement of the characteristics of a class of positions, containing a definition, typical duties, and minimum qualifications required for examination. A Position Description is a narrative of the duties of a single position, usually written by the employee or supervisor, and maintained directly at the worksite.

Q: WHAT IS RECLASSIFICATION AND HOW DOES IT OCCUR?

A: Reclassification occurs when a position's classification is changed due to a gradual accretion of duties over a period of time. Gradual accretion means that duties have gradually accumulated over a long period. **A key eligibility requirement is that the incumbent must have been performing these additional duties on an ongoing basis for at least two (2) or more years.** This is in direct contrast to a sudden change caused by a reorganization or the immediate assignment of completely new duties, which does not constitute reclassification.

SECTION B: KEY PROCESS RULES & TIMING**Q: WHO IS RESPONSIBLE FOR CLASSIFYING POSITIONS?**

A: According to the California Education Code (Section 45256), the sole responsibility for classifying positions reserves with the Personnel Commission. The Board of Education has the authority to assign and establish the duties it feels are necessary for district operation, and the Personnel Commission classifies those duties into appropriate job classes.

Q: WHEN ARE CLASSIFICATION STUDIES CONDUCTED?

A: Classification studies are conducted when a new position is created, as a new position must be classified before an employee can be hired. Existing positions are studied when there is a reorganization, the introduction of new equipment or work processes, new program implementations, or gradual changes in duties. **For existing positions being reviewed for individual reclassification, the study will verify that the incumbent has been performing the newly acquired responsibilities for a continuous period of two (2) or more years, establishing a clear track record of gradual accretion.** Additionally, Personnel Commission staff may conduct periodic reviews of related classifications as a matter of good business practice.

Q: WHAT IS THE TIMELINE FOR SUBMITTING RECLASSIFICATION REQUESTS?

A: Under Personnel Commission Rule 30.300.1, reclassification requests are only accepted during the official open application period of each fiscal year, which runs from September 1 through November 30. All requests submitted during this window must be presented to the Personnel Commission for review. The Commission is notified within ninety (90) days of receipt, and requests are reviewed within the same fiscal year.

Q: CAN RECLASSIFICATION STUDIES BE DONE DURING A DISTRICT-WIDE STUDY?

A: No. During the same fiscal year that a comprehensive classification and compensation study is being conducted District-wide for the classified service, no individual reclassification requests shall be accepted by the Personnel Commission, as all classified employees are already participating in the District-wide study.

Q: CAN THE BOARD OF EDUCATION OVERRULE THE CLASSIFICATION FINDINGS OF THE COMMISSION?

A: No. By Education Code provisions (Section 45256), the Personnel Commission's authority to classify positions is final and cannot be overruled. However, if a study reveals that duties have been assigned to an individual position that the Board of Education feels are best assigned elsewhere, the Board retains the authority to remove those duties from the position and reassign them to a different classification.

SECTION C: EVALUATION FACTORS (WHAT COUNTS & WHAT DOESN'T)

Q: IS A HEAVY INCREASE IN THE VOLUME OF WORK A BASIS FOR RECLASSIFICATION?

A: No. Doing more of the same kind of work does not establish a basis for a higher classification. If the volume of work increases, additional staff hours in the budget may be needed, or the work may need to be reorganized or reassigned. Volume of work is not a classification factor; classification is based solely on the difficulty, complexity, and responsibility of the duties assigned.

Q: DO THE SKILLS AND PERSONAL QUALITIES OF THE INCUMBENT AFFECT THE CLASSIFICATION?

A: No. Position classification is concerned with the kind of work assigned and performed, and the level of difficulty and responsibility it requires, rather than the qualifications of the employee. While an outstanding employee may be delegated more advanced responsibilities over time (which could eventually change the job), the classification itself is based on the assigned job duties, and any successor would be required to possess those same skills. **In all cases, the employee must perform these higher-level responsibilities on an ongoing basis for two (2) or more years to establish gradual accretion before reclassification can be considered.**

Q: DOES THE NUMBER OF EMPLOYEES SUPERVISED AFFECT THE CLASSIFICATION OF SUPERVISORY POSITIONS?

A: While there is a relationship in some cases, the number of employees supervised is usually not as important as the difficulty, scope, and responsibility of the supervisor's entire range of duties. Supervisory responsibility is only one of several evaluation factors analyzed during a study.

Q: DOES THE ORGANIZATIONAL LEVEL OF A SUPERVISOR AUTOMATICALLY DETERMINE SECRETARIAL CLASSIFICATION?

A: No. Secretarial classifications are determined strictly by the duties and responsibilities actually delegated to and performed by the incumbent, not the level of the supervisor. A secretary whose supervisor does not delegate significant, high-level administrative responsibilities may be classified in a lower class than another secretary supporting an administrator at the same organizational level.

Q: DOES AN EMPLOYEE HAVE A RIGHT TO REFUSE TO DO WORK NOT LISTED IN THEIR CLASS DESCRIPTION?

A: No. It is considered insubordination to refuse a work assignment that the employee is capable of performing. Class descriptions describe duties typical of a class, not every specific task. They do not restrict supervisors from assigning other duties, which is why descriptions include the standard phrase 'performs other duties'. Safe, reasonable duties consistent with the class must be carried out. Contractual or regulatory provisions cover out-of-class assignments for higher duties.

SECTION D: EFFECTS ON INCUMBENTS & RIGHTS**Q: WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR AN INCUMBENT TO BE RECLASSIFIED WITH THEIR POSITION?**

A: Under Personnel Commission Rule 30.300.3, when a position is reclassified upward, the incumbent may be reclassified with the position **only if they have a continuous regular service of two (2) or more complete years in that position and have been performing the gradually accumulated additional duties for that entire two-year period.** Continuous regular service means assignment for at least two (2) complete years within the assignment basis of the class or position. Additionally, the reclassification must be based on the gradual accretion of duties, not a sudden change or reorganization.

Q: IF APPROVED, WHEN DOES A RECLASSIFICATION BECOME EFFECTIVE?

A: Reclassifications become effective on the date prescribed by the Personnel Commission and cannot have retroactive effect. Under Rule 30.300.2, the effective date may be the first day of the month following the Commission's action or set in the future (not to exceed three months) to complete an examination process.

Q: HOW OFTEN CAN AN EMPLOYEE BE RECLASSIFIED?

A: An employee who has been reclassified within their position is ineligible for subsequent reclassification within that position for a period of at least two (2) years from the date of the prior reclassification action. **This restriction is tied directly to the requirement that any subsequent reclassification must be based on a new gradual accretion of duties performed for an additional two (2) or more years.**

Q: WHAT HAPPENS IF AN INCUMBENT CANNOT BE RECLASSIFIED WITH THE POSITION?

A: **If an employee does not have the required two (2) or more years of regular service performing the additional duties**, or chooses not to participate in the required examination, they cannot be reclassified with the position. In such cases, the incumbent will have an opportunity to compete in the District's competitive selection process for promotion. If the employee fails or elects not to participate, the Commission may choose to approve or deny the request on this basis and either direct the employee to participate in the official examination or grant the reclassification on the condition that the employee pass the official examination.

Q: WHAT RIGHTS DO DISPLACED EMPLOYEES HAVE?

A: If an employee is displaced due to a reclassification (downgrade or displacement), it is treated as a layoff for lack of work. Displaced regular employees are granted bumping rights based on seniority. They are placed on a preferred reemployment list for 39 months and are reemployed in preference to new applicants. Employees taking voluntary demotions/reductions in lieu of layoff retain eligibility for an additional 24 months (up to 63 months total) to return to their former class as vacancies open.

SUMMARY OF CRITICAL COMMISSION RECLASSIFICATION RULES

Regulation Factor	Personnel Commission Policy Rule Summary	Reference Rule / Code
Open Application Period	Accepted ONLY from September 1 to November 30 of each fiscal year.	PC Rule 30.300.1
Incumbent Eligibility	Requires continuous regular service of two (2) or more complete years in the position, performing the gradually accumulated additional duties.	PC Rule 30.300.3.A & C
Subsequent Reclass	Ineligible for another reclassification for two (2) years following an approved reclass, requiring a new two-year accretion period.	PC Rule 30.300.3.A
Work Volume Changes	Heavy volume increases do NOT qualify for reclassification. Work must be reassigned or staff hours adjusted.	PC Rule 30.300.3.C
District-wide Studies	No individual reclassification requests are accepted during District-wide classification and compensation studies.	PC Rule 30.300.1
Reemployment List	Displaced employees are placed on a preferred reemployment list for thirty-nine (39) months.	PC Rule 30.300.4.C