



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

Classified Positions / Employees

(State and local contracts, policies, regulations, and laws that regulate human resources)

Classification of Positions/Employees	Related Documents and Resources
Classified	SEIU / VCCCD Agreement
Classified Confidential	Personnel Commission Rules
Classified Supervisor	Personnel Commission Rules
Classified Manager	Personnel Commission Rules
Classified Executive Manager/Administrator	Personnel Commission Rules

What is a classified employee/position?

The governing board of any community college district shall employ persons for positions that are not academic positions. The governing board shall classify all those employees and positions. The employees and positions shall be known as the classified service.

Reference: California Education Code §88003

A "Classified position" includes every position that is a part of the classified service as defined in Sections 88003 and 88076 of the California Education Code.

Reference: California Education Code §87001.5(a)

A "Classified employee" refers to a person employed by a community college district in a classified position.

Reference: California Education Code §87001.5(b)

The commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those which are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service.

"To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.



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- (b) The following positions and employees are exempt from the classified service:
- (1) Academic positions.
 - (2) Part-time playground positions.
 - (3) Full-time students employed part time.
 - (4) Part-time students employed part time in any college work-study program or in a work experience education program conducted by a community college which is financed by state or federal funds.
 - (5) Apprentice positions.
 - (6) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or by the commission when so designated by the commission.

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 services.

However, nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law. No person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall be employed outside the classified service.

Reference: California Education Code §88076

What is a part-time position?

A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87.5 percent of the normally assigned time of the majority of employees in the classified service.

What is a confidential employee?

A "Confidential employee" means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Reference: Government Code §3540.1



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What is a supervisor?

A "Supervisory employee" means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend that action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Reference: Government Code §3540

What is a manager?

A "Management employee" means any employee in a position having significant responsibilities for formulating district policies or administering district programs.

Management positions shall be designated by the public school employer subject to review by the Public Employment Relations Board.

Reference: Government Code §3540

What is an administrator?

An "Administrator" means any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code.

Reference: Education Code §87002(a)

A "Classified administrator" means an administrator who is not employed as an educational administrator.

Reference: Education Code §87002

An "Educational administrator" means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district.

Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

Reference: Education Code §87002(b)