

SECTION 210 – POSITION CLASSIFICATION

211 POSITION CLASSIFICATIONS

Position classification is a system for identifying and describing duties performed by employees, grouping them together under common job titles, creating job families, and placing them in appropriate salary ranges.

A position is a group of duties and responsibilities assigned by the Governing Board and requiring the full or part-time employment of one person.

A classification is a position or group of positions determined by the Personnel Commission as having duties and responsibilities sufficiently similar so that each position in the class:

- A. Can be given the same classification title
- B. Has essentially the same requirements of education and experience
- C. Can be filled by the same test of fitness of applicants
- D. Can equitably receive the same compensation

The titles of classifications and positions should be used in all personnel and payroll records and correspondence.

Classifications are established and abolished by the Personnel Commission. The Personnel Director may reestablish abolished classifications subject to ratification by the Personnel Commission under the following conditions:

- A. The duties listed in the classification specifications are sufficiently similar so as to preserve the original classification concepts.
- B. The minimum qualifications remain unchanged.
- C. The classifications are reestablished at the same salary ranges and do not result in internal misalignment with other classifications.

The reestablishment of abolished classifications that do not meet the aforementioned conditions must receive prior approval by the Personnel Commission.

Confidential classifications are distinct classifications that reflect the defining characteristics of confidential employees as provided in Board Policy 7240.

212 JOB SPECIFICATIONS

The Commission shall maintain official job specifications for each classification it establishes that will include:

- A. The official classification title
- B. The basic functions defining the classification, indicating duties, essential functions, responsibilities, and distinguishing characteristics
- C. A statement of representative duties performed
- D. A statement of the minimum qualifications which may include education, experience, knowledge, skills, abilities, licenses and certifications, and working conditions

- E Any additional qualifications considered desirable enough to give additional credit in the examination process even though not prerequisite to employment

213 CREATING NEW POSITIONS

The establishment of a new position and the duties to be performed by the employee filling the new position is the responsibility of the Governing Board. (Ed. Code, § 88009.) New positions must be specifically authorized by the Board. When a new position is to be created or filled, the Personnel Director shall determine whether the position should be allocated to an existing classification or whether a new classification should be created. If a new classification is to be established, the job specifications and recommended salary placement of the classification shall be submitted by the Personnel Director to the Personnel Commission for approval. (Ed. Code, §§ 88076-88079.)

214 CHANGES IN DUTIES OF EXISTING POSITIONS*

It is the immediate supervisor's responsibility to maintain the employee's duties and responsibilities consistent with the job specifications. It is the supervisor's responsibility to immediately contact the Personnel Director if changes occur in the employee's duties.

Any changes in duties or responsibilities as specified in the job specifications shall be reported by the employee or supervisor to the Personnel Director (with a copy to the supervisor if reported by the employee), using the form(s) provided by the Office of the Personnel Commission. The incumbent in the position may be required to complete a Position Information Questionnaire pertaining to their specific job duties. The supervisor and department head will review the questionnaire and job description to determine the completeness and accuracy of the statements and to clarify or give information concerning the duties and responsibilities. The supervisor or the department head may not change the description of duties as prepared and certified by the incumbent. A copy of this form will be submitted to the Personnel Director who may initiate a review (desk audit). Recommendations will be subject to review and approval by the Personnel Commission and a new classification and salary schedule range allocated when appropriate.

The basis for reclassification of a position must be a gradual accretion of duties and not a sudden change caused by a reorganization or the assignment of different duties and responsibilities to a position. (Reorganization plans will include classification authorizations.)

A gradual accretion is a change in duties and responsibilities that takes place over an extended period of time of at least eighteen months. The Personnel Commission will make the final determination in case of a disagreement between the requesting department and the Personnel Director.

The Personnel Commission will have a general desk audit of all positions whenever necessary and practicable. The Personnel Commission will conduct individual desk audits of those positions that are determined to have substantially different duties and responsibilities.

The purpose of the desk audit is to study position(s) to determine whether or not the position(s) are correctly placed in the appropriate class; to reclassify those specific position(s), which are not correctly placed, into the appropriate class; and to update class specifications with appropriate changes as needed. The audit may be combined with a salary survey to adjust the classes on the salary schedule to the appropriate level.

215 RECLASSIFICATION – ALL OR A PORTION OF THE POSITIONS IN THE CLASSIFICATION

When all or only a portion of the positions in a classification are reclassified to a higher classification or responsibility level, the incumbents who have been in the classification for two (2) or more years with satisfactory service may be reclassified without a competitive examination. Incumbents with less than two (2) years and satisfactory service in the classification may be reclassified to the higher classification after passing a competitive or qualifying examination provided by the Personnel Commission. (Ed. Code, § 88104.)

When all or only a portion of the positions in a classification are reclassified to a lower classification, the incumbents shall be placed in the lower level classification.

Employees who are reclassified are ineligible for subsequent reclassification within their position for a period of at least two (2) years from the initial action.

Final approval for a reclassification of the affected position(s) to the new classification is the responsibility of the Governing Board or designee.

216 REALLOCATION

A reallocation is a change to a higher or lower classification in the same classification series in those positions assigned according to the manager's classification.

When a position is reallocated to a higher classification, the incumbent who has been in the classification for three (3) or more years with satisfactory service may be reallocated without a competitive or qualifying examination. An incumbent with less than three (3) years and satisfactory service in the classification may be reallocated to the higher classification after passing a competitive or qualifying examination as provided by the Personnel Commission.

When a position is reallocated to a lower classification, the incumbent shall be placed in the lower level classification or may invoke bumping rights, if applicable.

217 INCUMBENTS FAILING TO QUALIFY FOR REALLOCATED OR RECLASSIFIED POSITIONS

An incumbent failing to qualify for a reallocated or reclassified position by any of the procedures listed above may be transferred or demoted. If ineligible to be transferred or to be demoted, he/she may be separated by procedures outlined in these rules. (See Section 252.)

218 PROBATIONARY PERIOD – AFTER RECLASSIFICATION

Probationary employees being reclassified must serve the established probationary period in new classification or responsibility level.

219 DETERMINING INITIAL SALARY AFTER AND RETROACTIVE OUT-OF-CLASS PAYMENT UPON RECLASSIFICATION

Employees who are reclassified to a higher classification shall be placed on the step of the higher salary range that provides a one (1) step increase over their current salary. Such placement may not exceed the top step of the salary range. (see Section 295)

Retroactive out-of-class payment will be provided from the date the Office of the Personnel Commission is notified of the assignment of out-of-class duties via a signed and properly completed Position Information Questionnaire (PIQ). The effective date of the retroactive payment will be the date the PIQ is signed by the supervisor. The Personnel Director may make exceptions with regard to what is considered appropriate notification and the effective date of retroactive payment as warranted.