

RULE 14 – POSITION CLASSIFICATION PLAN

Rule 14.0 The Classified Service

Rule 14.1 General Classification Rules

RULE 14

POSITION CLASSIFICATION PLAN

SECTION 14.0

THE CLASSIFIED SERVICE

A. Positions Included (Educ. Code 45256):

1. All positions established by the Governing Board which are not exempt from the Classified Service by law shall be part of the Classified Service. All employees serving in Classified positions shall be Classified Employees. The employees and positions shall be known as the Classified Service.
2. No person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exemptions established in the law shall be employed outside the Classified Service.

B. Exemption from the Classified Service (Educ. Code 45256):

1. Generally:

Positions required by law to have certification qualification, part-time playground positions, full-time day students employed part-time, apprentices, and professional experts employed on a temporary basis for a specific project by the Governing Board or by the Commission when so designated by the Commission, shall be exempt from the Classified Service.

2. Special Categories (Educ. Code 45112):

Board Assistants: The Governing Board may create positions of staff assistants or field representatives to directly assist the Board or individual board members. Such positions, if created, are exempted from the provisions of these rules insofar as they relate to position classification, recruitment, employment, and salary setting.

Persons employed in such positions shall be members of the Classified Service for all purposes except that they may not achieve permanency in the Classified Service as a result of this service. Staff assistants shall serve at the

pleasure of the Board. A field representative shall serve at the pleasure of the individual board member.

If a permanent classified employee is appointed to serve in such exempt position, he shall retain status as permanent employee. If he is terminated from the exempt position, he shall have bumping rights in his former class in the same manner as if he had been laid off for lack of work or lack of funds.

C. "Part-time" Defined (Educ. Code 45256):

A part-time position, for the purpose indicated in the exemption rule, is one for which the assigned time, when computed on a weekly basis, is less than 87 ½% of the normally assigned time of the majority of employees in the Classified Service.

D. Effect of Exemption (Educ. Code 45256):

Any position or employee lawfully exempted from the Classified Service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by law or the Board of Trustees.

E. Restricted Positions and Employees (Educ. Code 45105):

1. If positions, properly a part of the Classified Service, are specially funded and, as a result of the special funding provisions, employment is restricted to persons in low income groups, from designated impoverished areas, or other criteria which restricts the privilege of all citizens to compete for employment in such positions, the positions shall, in addition to the assigned title, be designated as "Restricted." Their selection and retention shall be made on the same basis as that of persons selected and retained in positions as part of the regular school program, except that persons employed in restricted positions as defined in Education Code 45343, (Instructional Aides), shall not be subject to examination procedures as prescribed in Education Code Rule 45272 or 45273.
2. Persons employed in "Restricted" positions shall be classified employees for all purposes except:
 - (a) they may not attain permanent status, they shall not be accorded seniority rights, and they are not eligible to compete in promotional examinations.

3. Notwithstanding sub rule 2 above, employees serving in "Restricted" positions, after completion of six months of satisfactory service, shall be given the opportunity to take such qualifying examinations as are required for all other persons serving in the same class in the regular classified service. If such person satisfactorily completes the qualifying examination, regardless of final numerical listing on an eligibility list, he shall be accorded full rights, benefits, and burdens of a regular classified employee. Seniority rights shall be counted as of the date of his initial appointment to the "Restricted" position.

RULE 14.1

GENERAL CLASSIFICATION RULES

- A. Assignment of Duties (Educ. Code 45109):

The Board of Trustees shall prescribe the duties and responsibilities of all positions in the Classified Service except those on the Personnel Commission staff.

- B. General Nature of the Classification Plan (Educ. Code 45104 and 45256):

The Personnel Commission shall establish and maintain a plan of classification for all positions in the Classified Service. Classes will be placed in groups according to general occupational nature. The list of classes shall contain designation of the salary rate or range applicable to each class.

- C. Class Specifications:

For each class of positions, as initially established or subsequently approved by the Commission, there shall be established and maintained a class specification, which shall include:

1. The official class title;
2. A definition of the class, indicating the type of duties and responsibilities and placement within the organizational scheme;
3. A statement of typical duties to be performed by holding positions allocated to the class;
4. A statement of the employment standards for service in the class. Employment standards may include education, experience, knowledge, skills, and abilities;

5. A statement of distinguishing characteristics which differentiates the class from other related or similar classes; and
6. License or insurability or other mandatory requirements for employment or service in the class.

The class title shall always be used with the meaning set forth in the remainder of the specifications.

D. Allocation of Positions to Classes:

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

E. Change in Duties of Positions:

Any substantial changes in the duties of existing positions shall promptly be reported in writing by the Supervisor to the Classified Personnel Director, who shall cause them to be reviewed toward determining whether the positions should be allocated to different classes.

F. Review of Positions (Educ. Code 45285):

The Classified Personnel Director shall review the duties and responsibilities of positions as necessary to determine their proper classification and shall cause all positions to be reviewed at least once every three years. If the Director finds that a position or positions should be reclassified, she/he shall advise the administration of the findings. If the administration verifies the duties of the position or if the duties are not revised to fit within the current classification, the Director shall report the findings and recommendations to the Commission; she/he shall also report the findings in cases where the review indicates that no change in classification is necessary.

G. Creation of New Position:

When the Board creates a new position, it shall submit to the Classified Personnel Director, in writing, the duties officially assigned to the position. The Classified Personnel Director shall present recommendations to the Commission which shall:

1. Classify the position and determine whether the position should be allocated to an existing class or to a new class.
2. If a new class is recommended, the Classified Personnel Director shall set forth the employment standards she/he recommends, if any. The employment standards approved by the Commission must reasonably relate to the duties assigned the position by the Board.
3. Designate the proper salary placement of a new class, if one is established.
4. Notify the Board of Trustees of the Commission's action.

H. Reclassification (Educ. Code 45285):

When all the positions in a class are reclassified to a higher class, or when a portion of the positions within a class are reclassified to a higher class, the incumbents in a position being reclassified who have been in one or more of the positions being reclassified for three or more years will be reclassified with their positions by the Personnel Commission. Incumbents in a position being reclassified who have been in one or more of the positions being reclassified for two years but less than three years will be required to pass a non-competitive, qualifying examination in order to be reclassified with the position. Incumbents who have not been in a position being reclassified for two years will be required to participate in the competitive examination.

The basis for reclassification of the position must be a gradual accretion of duties and not a sudden change resulting from reorganization or duty changes by the Board.

An employee who has been reclassified shall be ineligible to be reclassified again with the position for a period of at least three years from the initial action.

I. Placement After Reclassification:

A reclassified employee shall be placed on the step of the new salary range that will provide a 5% increase. The 5% increase is computed on employee's base pay (salary without longevity increments).

J. Reemployment list for Displaced Incumbents (Educ.Code 45308):

1. Any displacement of a regular employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules.
2. This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, complete displacement of incumbents.