

ASSIGNMENT/CLASSIFICATION

Assignment

Classified employees shall be assigned work appropriate for the classification to which they are assigned. Any reclassification of classified employees shall be subject to Governing Board approval.

Scheduling of Work

Work schedules for classified positions shall be established by the immediate supervisor. Actual daily beginning and ending times and the times of rest periods and meal periods may be adjusted when necessary as long as employees are not deprived of the minimum number of hours for which employed by the Board and all applicable laws and provisions of collective bargaining agreements are observed.

Position Classification

All positions in the classified service shall be assigned to classes according to the duties performed and the responsibilities exercised by the incumbents of such positions.

The term class or classification shall be defined as a position or group of positions which are sufficiently similar in duties and responsibilities so that all positions within the class:

1. Can be assigned the same descriptive title.
2. Require substantially the same qualifications.
3. Can be filled by substantially the same tests of skills, knowledges, abilities and personal characteristics.
4. Can be assigned the same salary range.

Each class shall be identified by a class specification (job description) which shall contain, but not be limited to:

1. The official class title.
2. A brief definition of the kind and level of work included in the class.
3. A list of typical duties assigned to positions in the class.
4. A statement of the minimum qualifications (experience, training, license or credentials) required.

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5. A statement of the skills, knowledges, abilities and personal characteristics needed for satisfactory work performance in positions in the class.

The Board reserves the right to amend and amplify the definitions established for each class. It is the intent of the Board that the class specifications shall present a true picture of the positions and classes described. Copies of official class specifications shall be maintained in the office of the Director of Personnel/Internal Relations.

(cf. 4119.3 - Duties of Personnel)

Legal Reference:

EDUCATION CODE

45102 Assignment at times other than regular academic year

45109 Fixing of duties

45110 Inconsistent duties; compensation

45127 Work week (conditions of service)

45132 Four-consecutive-day workweek

45169 Data furnished employee, copies; application

45183 Basis of assignment to duties

(See BP 4200 for additional legal references re classification of personnel)