

## Administrative Regulation

Classified Service, Classification of Positions in

The Board of Education shall establish all positions not requiring certification qualifications and shall prescribe the duties and responsibilities to be assigned to those positions.

The Personnel Commission shall classify each position with the classified service, including assigning a job title and minimum qualifications for entrance into the class, and shall allocate the class to a salary range.

Whenever the Board of Education or its designated representative creates a new position or revises the duties of an existing position, it shall report the significant duties in writing to the personnel director who shall:

- A. Determine if the position is included in the classified service after consultation with the appropriate administrative officials, and if so:

Classify the position to an appropriate existing class or recommend to the Personnel Commission the creation of a new class and its allocation on the salary schedule.

- B. Notify the superintendent of the action taken by the Personnel Commission.

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

Ref: EC Sections 45109, 45256, 45276

Approved: February 3, 1977

Revised: August 27, 1979

Revised: March 4, 1986

Revised: July 1, 2000