

Administrative Regulation

Classified Positions, Review of Duties of

The personnel director or designee shall periodically review the duties and responsibilities of positions to determine their proper classification. If the director finds that a position or positions should be reclassified, he/she shall advise the superintendent of the findings. The superintendent shall either verify the change in duties and responsibilities of the position or revise them to fit within the current classification. The director shall report the findings and recommendations to the Commission.

Ref: EC Sections 45110, 45256
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