Los Angeles Community College District

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Annual Job Classification Survey

PERSONNEL COMMISSION

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One of the primary functions of the Personnel Commission is to ensure that positions occupied by classified employees are correctly classified based on the nature and level of duties they perform. Since we cannot be everywhere to personally monitor changes in positions as they occur, we must depend on employees, supervisors, administrators, and union representatives to be informed about what their role is in the job classification process and to conscientiously follow through when job classification issues occur.

To both assist in the education process and keep the process in the forefront, you are receiving this informational bulletin and being given the opportunity to have a member of the Personnel Commission staff take a quick look at any duties that you believe fall outside your current job classification. If a full classification audit and study of your position is warranted, we will help you and your supervisor initiate a study. If the duties you have identified are within your job classification, you will be able to put your concern to rest.

We hope that this information will assist you in understanding this important merit system right. If you have any questions, please feel free to contact your Personnel Commission Service Representative.
What Is My Role in the Job Classification Process?

- **Administrator** — An administrator is responsible for determining staffing needs (the number of positions needed) and for identifying what duties and responsibilities will be assigned to a position.

- **Supervisor** — It is the responsibility of a supervisor to know and understand District and Personnel Commission policies regarding job classification. Because the supervisor is commonly the one to initiate changes in duties and responsibilities, it is the supervisor’s obligation to encourage an employee to request a study of their position if either he/she or the employee believes that the change in duties could result in a change in job classification or warrant compensation for work out of classification. It is also the supervisor’s responsibility to create a workplace relationship with their employees that enables open communication regarding any questions or concerns an employee may have and to never discourage an employee from pursuing a study for any reason.

- **Employee** — Every employee is responsible for reading and understanding the job description for their job classification and initiating a study of their position whenever they believe that they have been assigned duties and responsibilities that fall outside of their job classification. It should first be reported and discussed with their immediate supervisor and/or second level supervisor. If for any reason that is not possible or is uncomfortable for the employee, they can seek assistance from their Personnel Commission Service Representative or union representative.

- **Personnel Commission** — The Personnel Commission staff is responsible for analyzing the duties and responsibilities assigned by an administrator and allocating the position to the correct job classification. The Personnel Commission is also responsible for reclassifying a position to a different classification if the duties of a position change and determining appropriate compensation for temporary work out of classification.

- **Union Representative** — It is the responsibility of a union representative to assist in educating employees about the job classification process, help employees during the course of the process, and to ensure that contract provisions and timelines related to the job classification process are followed by all parties.

**What is Job Classification?**

A job classification consists of all positions, regardless of departmental location or work site, that are sufficiently alike in duties and responsibilities to be called by the same descriptive title, to be paid the same pay scale, to have like working conditions, and require substantially the same job qualifications.

**How is a Job Classified?**

Job audit and analysis is the process used to evaluate the nature and level of the duties and responsibilities assigned to a position so that a position can be assigned to the correct job classification.

**What Happens When a Job Changes?**

Clearly the duties and responsibilities of a position can change. Sometimes they simply gradually change over time because of department needs and not at the direction of a supervisor. Sometimes they change at the direction of a supervisor. Changes in duties do not always warrant a change in classification. When they do, there are two processes available to recognize the change depending on whether the duties are to be performed permanently or temporarily.

- **Reclassification** — If the duties of a position are changed permanently, the employee’s position can be reclassified to another job classification.

- **Temporary Work Out of Classification** — If the duties of a position are changed to meet a temporary need, i.e. a special project or peak workload period, and the nature of the work performed is at a higher level, the employee may be paid for the work performed outside of their regular job classification for a specified period of time.