In an effort to ensure that the positions in which classified employees serve are properly classified, the Personnel Commission is offering you the opportunity to have a member of the staff review any duties or responsibilities you believe may fall outside of your classification by completing this brief questionnaire. If the information you provide indicates that a full study of your position is warranted, both you and your supervisor will be notified to complete a Classified Staffing Request (C1121) to initiate a comprehensive study of your position. If the duties you identify are evaluated to fall within your current job classification, you will be notified. If you do not file this document with the Personnel Commission, we will assume that you believe that your primary duties fall within your job classification. If in doubt about any duty or responsibility, it is best to complete the questionnaire. If you have any questions, please feel free to contact your Personnel Commission Service Representative or the Personnel Commission Office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Employee No.</th>
<th>Current Job Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Department/Office</td>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Immediate Supervisor and Title

Briefly describe in your own words the duties and responsibilities you believe fall outside your current job classification. You may wish to use your official class description as a resource. All official job descriptions are available at your site Personnel Office and on the Personnel Commission website at http://laccd.edu/Departments/PersonnelCommission/job-descriptions.

Have these duties been assigned to you on a permanent or temporary basis? (Please check only one box)

- Permanent
- Temporary

Date duties were assigned:

Employee Signature

Please respond by April 30, 2015 if you intend to take advantage of this process.
Additional Resource Information

Personnel Commission Rules

Rule 544 — Classification Policy
Rule 545 — Classification Studies
Rule 550 — Temporary Work Out of Classification

Union Contracts
AFT College Staff Guild—Article 15
Local 99—Article 18
Local 721—Article 17

Two Ways to Initiate a Study

- Complete a Classified Staffing Request (C1121)
- Check the box indicating that your duties are not consistent with your job classification on your annual performance evaluation