

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

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June 23, 1986

522 CLASS TITLES AND DESCRIPTIONS

Education Code 45109

Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other positions not requiring certification qualifications of the school district, except those persons employed as a part of a personnel commission staff as provided in Article 6 (commencing with Section 45240) of this chapter . . .

Education Code 45260

- (a) The commission shall prescribe, amend, and interpret, . . . rules . . .

Education Code 45261

- (a) The rules shall provide for the procedures...regarding... job analyses and specifications. . .

Education Code 45276

The governing board shall fix the duties of all positions a part of the classified service as required by Section 45109. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission.

In approving minimum educational and work experience requirements for classified positions, the commission shall insure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, as required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

- A. The Personnel Commission establishes the titles of classes in the Classified Service to be used in the District's annual budget, personnel records, the rules of the Commission and the Board of Education, and in the official correspondence of the District.

CHANGE:

Editorial changes.

Remove: January 1, 1982, page 1 of 2. Add: June 23, 1986, page 1 of 2.

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- B. The Commission reserves the right to amend and amplify the description established for each class. The Commission staff and the staff of the concerned operating department or departments shall cooperate in the development of entrance qualifications. The duties of positions shall be established by the Board and the minimum qualifications approved by the Commission, prior to announcement of a competitive examination for the class.
- C. The typical duties listed in the Commission's class descriptions are descriptive and explanatory only and do not restrict the administration from assigning other duties to any position. In general, they shall be listed in order of importance. The core duties shall be listed first the class descriptions indicate the kinds of positions that should be placed in the respective classes, as determined by their duties and responsibilities, and do not prescribe what these details shall be in respect to any single position, unless a single-position class is involved. The use of a particular expression or illustration as to duties and responsibilities is typical and descriptive of the class and does not exclude duties and responsibilities not mentioned, but of similar kind or level, as determined by the Personnel Commission.
- D. In order to determine the class into which any position shall be placed, the description for each class shall be considered as a whole, rather than as a collection of isolated clauses, phrases, or words apart from the context. Each class description shall be construed in its proper relationship to other descriptions, particularly those of classes in the same group and series of classes.
- E. Classes will be arranged in groups according to one or more of the following criteria, which are listed in descending order of importance.
1. Same general type of duties and responsibilities.
 2. Same general promotional hierarchy.
 3. Same general knowledges, skills, and abilities.
 4. Similarity of salary-setting basis or any other factor the Personnel Commission designates as sufficient.

CHANGE:

Paragraph C. amended to emphasize the need to more clearly delineate core duties of a class in keeping with the provisions of the American with Disabilities Act and other related legislation

Remove: June 23, 1986, page 2 of 2. Add: November 14, 2001, page 2 of 2.