

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

544 CLASSIFICATION POLICY

Education Code 45256

(a) The commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those which are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications

Education Code 45285.5

No position classification or reclassification plan which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposed classifications or reclassifications.

- A. The Personnel Commission shall classify all positions and employees that fall within the Classified Service, as well as apprentices and such other positions as may be requested by the administration.
- B. The Personnel Commission or the Personnel Director will receive requests for classification or reclassification studies that are submitted by the administration, employees, or employee representatives, and may direct staff study of the requests. In addition, the Commission may initiate classification or reclassification studies.
- C. Classification studies are based on analyses of duties and responsibilities, and studies of existing positions should be initiated whenever there is an indication of a substantial change in duties and responsibilities. Positions in classes where the duties and responsibilities are subject to annual change by the administration in accordance with labor allotment formulas shall be subject to classification review at intervals determined by the Commission.

CHANGE:

Deleting Education Code Section 44110.

Remove: January 1, 1983, page 1 of 3. Add: June 23, 1986, page 1 of 2.

LOS ANGELES UNIFIED SCHOOL DISTRICT
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LAW AND RULES

November 14, 2001

- D. During December of each year, the Personnel Commission staff shall send a notification to schools and offices that employ persons in classes that are subject to periodic classification review. The notification shall include:
1. A reminder that the annual classification review is to be made.
 2. A summary of the pertinent provisions of Rule 545.
- E. When a request for classification study is received, staff will review previous decisions of the Commission and may require that reasons be submitted to justify reopening of study of a position or class.
- F. The Personnel Director is delegated authority to reclassify positions between specified classes in accordance with criteria that have been approved by the Personnel Commission. The reclassification actions under this procedure shall be processed to the Personnel Commission subject to ratification at its next regular meeting or as soon thereafter as possible.

CHANGE:

Rule amended to delete reference to a specific reclassification procedure in order to reflect the fact that a variety of procedures have been developed to expedite service.

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