

## RULE 5

### CLASSIFICATION/RECLASSIFICATION AND IMPACT AND EFFECTS OF CLASSIFICATION/RECLASSIFICATION

#### 501 General Nature of Classification/Reclassification

The Personnel Commission shall establish and maintain a plan of classification for all positions in the classified service. Positions will be placed in classifications according to general occupational nature and in classification series by specific occupations.

#### 502 Classification/Reclassification of Positions

The District shall adopt job descriptions which prescribe the duties and responsibilities of all classified positions in the District, except those on the Personnel Commission staff. The Personnel Commission will utilize these District adopted job descriptions as the basis for classification and reclassification process.

- A. The Commission will consider the duties and responsibilities in the job description relative to the duties and responsibilities in the job descriptions of other related positions. Additionally, the Commission will also consider written recommendations from the District and/or exclusive representative regarding the classification/reclassification of the position. The Executive Director/Director of Classified Human Resources will work with the CSEA Merit Committee to establish appropriate job descriptions and appropriate salary placement. The recommendation from the Executive Director/Director of Classified Human Resources, based upon meeting and consulting with the Merit Committee and District, will be brought before the Personnel Commission for approval. The District will clearly inform the Commission of any disagreements on job descriptions and/or salary placements. The Commission will take the Executive Director/Director of Classified Human Resources' recommendation and the Merit Committee/District's comments under consideration during public comment prior to making a final decision. The Commission will then complete the classification/reclassification process by classifying the position and placing the classification on the appropriate salary schedule.
- B. A reclassification study for a position(s) may be requested at any time by the District and/or the exclusive representative or classified employee not represented by an exclusive representative. When such a request is made, both parties will be notified of the reclassification request and the disposition of the request. If the Commission elects to complete a reclassification study, it will be conducted as follows:
  - 1. The Commission will review the duties and responsibilities being performed by the employee relative to the duties and responsibilities specified in the job description(s).

2. The Commission will also review written recommendations from the District and/or exclusive representative or classified employee not represented by exclusive representative regarding a possible reclassification of the position.
3. The Commission will also hear verbal recommendations from the parties and/or Commission staff prior to classification/reclassification of the position.
4. Following a complete review of the reclassification request and accompanying recommendations, the Commission may or may not reclassify the position. If the Commission elects to reclassify the position, it shall complete the classification process by placing the new classification on the appropriate salary schedule.

- C. If the Commission determines that the classification cannot be appropriately placed on a salary schedule, the District will be so notified. Once the salary range has been determined, the Commission will then place the classification on the salary range. The Commission may, as a result of a reclassification or reallocation, need to create a new Level or Range not previously indicated on the salary schedule.

#### 503 Effective Date of Classification/Reclassification

Classification or reclassification of a position shall become effective on the date prescribed by the Commission. This date shall be deemed the business day immediately following the meeting approval of said classification or reclassification, unless otherwise stated.

#### 504 Impact and Effects of Classification/Reclassification

- A. The basis for reclassification of the position must be a gradual accretion of duties and not a sudden change occasioned by reorganization or the assignment of completely new duties and responsibilities. Gradual accretion means that the duties must have changed over at least a two (2) year period.
- B. When all of the positions in a class are reclassified to a higher class, all incumbents of the positions are included in the reclassified reclassification and the new salary placement.
- C. An employee who has been reclassified with a position shall be ineligible for subsequent reclassification for a period of at least two (2) years from the initial action.

505     Reclassification of Re-employment and Eligibility Lists

The reclassification or reallocation of all incumbents and positions in a given classification shall automatically reclassify or reallocate the re-employment and eligibility lists for that classification unless otherwise designated by action of the Commission.

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