

collected. The results of the audit may be presented to the Personnel Commission in a report that contains information such as a recommended change in title, salary, or class description. If no change in classification is recommended, staff will notify the incumbent, the supervisor, and the administrator in writing. Recommendations are typically discussed with the administration and incumbents of affected positions prior to formal action by the Personnel Commission.

➤ **What information will the report contain?**

A report typically includes a recommendation indicating what job classification the duties being performed appropriately fall within and a discussion of the basis for that recommendation. All changes in classification are reported to and acted upon by the Personnel Commission in an open meeting, where administrators, employees, and employee representatives may express their views to the Commissioners about the recommendation before a final decision is rendered.

➤ **When is a formal study not necessary?**

The Reclassification by Director's Approval (RDA) form, commonly referred to as the 80.6 form, is used as an expeditious procedure for the reclassification of select positions only when certain criteria have been met as preapproved by the Personnel Commission. Contact the Personnel Commission to check whether your classification is subject to this procedure.

**III. OTHER THINGS TO CONSIDER**

- The Personnel Commission can determine the appropriate classification of a position only after the administration has determined the specific duties that are to be assigned to a position.
- A class description contains a list of the "typical duties" assigned to a class, and does **not** preclude the assignment of other duties. It may be construed as insubordination when an employee refuses to perform a duty simply because it is not listed on the class description.
- A classification study should be requested if additional duties and responsibilities that are significantly different in nature or level to those originally assigned are performed for an extended period of time.

- A change in the duties and responsibilities of a position may or may not result in a change in classification and/or salary. Sometimes new duties are found to be at a different level of difficulty and responsibility, but result only in a revision of the existing class description because they are reasonably related to the current classification. On rare occasions, duties may be evaluated at a lower level than the current classification. In these instances, Commission staff works with the employee and department to protect the employee's rights.
- An incumbent in a position that is reclassified to a higher paid class must be eligible for appointment to the higher class or be otherwise assigned. In most cases, the incumbent will have to compete in the examination and place sufficiently high on the eligibility list for the higher level class to be reachable for appointment.
- Entrance Qualifications (EQ's) are the minimum requirements of education, training, experience, licenses and certificates that an applicant must possess in order to be permitted to compete in an examination. They are the first test part in the examination for the class. EQ's do not describe the ideal candidate for the job. They must be sufficiently broad to allow for a competitive selection process comprised of applicants whose backgrounds have most likely enabled them to acquire the competencies needed for successful job performance.
- Permanent classified employees are to be given annual performance evaluations which require the employee and the supervisor to indicate whether the positions are properly classified. A study should be requested at that time if it is indicated that the position is not properly classified.

**CREDO:**

Our purpose is to uphold the principles of honesty, fairness, and accountability in advocating a merit-based career system of employment. Together, we are committed to excellence by providing professional, timely, and efficient services.

For further assistance regarding classification issues, please access the Personnel Commission website or contact the Classification Branch of the Personnel Commission.

**PERSONNEL COMMISSION**

*Achieving Excellence Through Merit*

*The Basics of  
Position  
Classification*

333 South Beaudry Avenue, 12th Floor  
Los Angeles, California 90017  
Phone: (213) 241-7800

**Website:**

**[www.lausd.k12.ca.us/lausd/offices/personnel/class](http://www.lausd.k12.ca.us/lausd/offices/personnel/class)**

## MISSION STATEMENT:

The Personnel Commission is responsible for the administration of an effective and efficient merit system of employment for Classified employees in order to provide students and the community with a quality workforce that furthers the educational program.

## FOREWORD

The Personnel Commission staff has prepared this publication to provide a basic introduction of position classification to administrators, supervisors, and employees; answer the most frequently asked questions; and explain the role of the Personnel Commission in maintaining the job classification plan for the classified service of the Los Angeles Unified School District as required by the Education Code.

The Personnel Commission is comprised of three persons who have been appointed to serve three year terms. The Commission employs a Personnel Director and staff to serve District employees by assuring that their positions are correctly classified. The Personnel Commission meetings, typically held twice a month on Wednesdays at 3:00 p.m. in the Board Room of the Beaudry Building, are open to the public.

## I. KEY TERMS TO UNDERSTAND:

In order to understand the classification process, it is necessary to be familiar with a few basic terms:

A **position** is identified by a group of current duties and responsibilities assigned by official authority and requiring one person on a full-time or part-time basis to perform them. A “vacant” position is one that is not filled by an incumbent.

A **classification** (or more commonly, class) is a group of positions that are sufficiently similar in that the same title, salary range, and examination qualification requirements can be applied. A class may consist of one or many positions or have no incumbent in it, but continue to exist for future use.

A **class description** is the Personnel Commission's statement defining a class, listing the most important duties and responsibilities, knowledge, skills and abilities, and education and experience requirements for the class. Current class descriptions may be obtained online at the Personnel Commission's website at [www.lausd.k12.ca.us/lausd/offices/personnel/class](http://www.lausd.k12.ca.us/lausd/offices/personnel/class).

A **duties statement** is a list of the specific duties, work behaviors and responsibilities assigned to an individual position prepared by the department for review by the Personnel Commission. *Note: When preparing duties statements, the class description should not be copied since it is intended as a general description of the entire job class, not the individual position.*

## II. CONDUCTING CLASSIFICATION STUDIES

One of the ways that the Personnel Commission serves the administration and classified employees of the District is by assuring that their positions are consistently and equitably classified. This is accomplished by conducting classification and reclassification studies. A study should be initiated whenever there is concern that an employee is being asked to perform work that falls outside of his/her job classification on a permanent basis.

### ➤ How can a study be initiated?

A study may be initiated by the Personnel Commission staff if a change in organization, goals, technology or equipment causes concern about the classification of a single position or group of positions.

Classification studies of existing positions may be requested by administrators, employees, and employee organizations as a result of change in organizational structure, or equipment used which causes substantial changes in duties and responsibilities. A Position Description (80.4) Form must be completed and submitted to initiate the process. This form is available online at the Personnel Commission's website.

If the employee and the supervisor disagree as to which duties and responsibilities are assigned, it is best to resolve those issues prior to the time a study is requested. Nevertheless, a signature on the form does not necessarily indicate advocacy or endorsement of reclassification of the position.

### ➤ How is the study conducted?

Personnel Commission staff usually “audits” the position by interviewing the incumbent, observing work processes, and verifying the duties and responsibilities of the incumbent and other employees in related positions. The HR Specialist may also meet with the employee's supervisor. Only a sample of the total number of positions under study is audited when a large number of positions exist.

### ➤ The Job Audit

Once an HR Specialist has been assigned the case, s/he will contact the incumbent to arrange for a job audit. It is preferable that an audit is conducted at the incumbent's workspace. A job audit typically lasts two hours, during which staff may ask questions to help identify the type and level of work performed. There is no need to prepare any written response in advance. A frank and spontaneous discussion is preferred. The incumbent, however, may wish to prepare notes for his/her own use to assure that all pertinent information is shared with staff. Examples of completed assignments and copies of work samples are useful for the HR Specialist to review.

Examples of questions that staff may ask include: What is the department organization? Who is your immediate supervisor? What are your primary duties and responsibilities? What percentage of time do you spend performing a duty? What is the consequence if the work is not performed? What type of computer software do you use? At the completion of the audit, Personnel Commission staff should have a good understanding of the position. Generally, incidental, infrequent or emergency assignments will not be considered in classifying positions. The position will be evaluated based upon all the information made available.

### ➤ What is not considered in a classification study?

- Individual employee qualifications or how well a worker performs his/her job.
- The number of workers in a classification assigned to a site.
- The number of hours a worker is assigned to work in an assignment.
- How long the incumbent has held the position or worked for the District.
- The quantity or volume of work performed by an individual or group (level of work, not volume, is an important consideration).
- How much the worker currently earns.

### ➤ How is the decision made?

Further steps may be required based on individual circumstances of each case. A survey of other employers may be made to compare the duties and responsibilities with that of the subject position and to assess alignment of titles, salaries, entrance qualifications, and other matters. Following the job audit, the HR Specialist will evaluate the data