The Human Resources Department is responsible for establishing and maintaining a classification system for managerial/professional, classified staff, and contract/grant employees.

A. Class Specifications

Classes shall be established, revised, or abolished as necessary for the maintenance of the classification plan outlined in the current Board-approved Salary Schedule. While the exact duties and responsibilities of positions in a class may differ, all positions allocated to a class shall be sufficiently similar as to type of work, level of difficulty or responsibility, and qualification requirements to warrant similar treatment. Copies of class specifications are on file in the Human Resources Department.

B. Position Descriptions

The Human Resources Department shall develop and maintain a current position description for each established position. The position description shall include an accurate summary of the duties and responsibilities officially assigned to the position.

The annual review of the position description shall be a joint effort between the supervisor and the employee.

C. Reclassification

Reclassification is defined as an action taken to change an established position in one class to a higher or lower class as the result of changes in the duties and responsibilities of the position.