

## CHAPTER 3

### POSITION CLASSIFICATION PLAN

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#### 3.1 THE CLASSIFIED SERVICE

3.1.A POSITIONS INCLUDED: All positions established by the Board of Trustees or the Personnel Commission which are not exempt from the classified service by law shall be a part of the classified service of the District. All employees serving in the District's classified positions shall be classified school employees. The employees and positions shall be known as the Classified Service.

REFERENCE: Education Code Sections 88003, 88005, 88006, 88008, 88076 and 88079

3.1.B EXEMPTION FROM THE CLASSIFIED SERVICE: Positions required by law to be academic positions, part-time playground positions (Children Centers), full-time day students employed part-time, part-time students in any college work-study program, or apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board of Trustees or by the Personnel Commission when so designated by the Personnel Commission shall be exempt from the classified service.

REFERENCE: Education Code Sections 88003, 88006, 88008, 88076, 88078 and 88079

3.1.C "PART-TIME" DEFINED: A part-time position for the purpose of exemption under Personnel Commission Rule 3.1.2 is a temporary position for which the assigned time, when computed on a monthly basis is less than eighty-seven and a half percent (87.5%) (less than 35 hrs/wk) time of the normally assigned time for the majority of employees in the classification to which assigned, or the majority of the employees in the classified service, whichever amount of time is the lesser.

REFERENCE: Education Code Sections 88076 and 88080

3.1.D EFFECT OF EXEMPTION: Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these Rules and Regulations, except as otherwise provided by law, the Board of Trustees, or these Rules and Regulations.

REFERENCE: Education Code Sections 88003, 88006, 88076, 88078 and 88080

3.1.E PROFESSIONAL EXPERT ASSIGNMENTS: Whenever the use of a professional expert assignment is being contemplated, the administration shall submit in written request to the Director of Human Resources a

description of the project, its duration, and the duties to be performed. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession, as evidenced by one of the following:

1. Approval of a committee of members of his/her own profession.
2. Certification or license to practice that profession by a government agency if such license is established.
3. By membership in professional honor societies limited to their profession.
4. By advance degrees from a recognized university with a major in the field of that profession.
5. By equivalent criteria acceptable to the Commission.

3.1.F GENERAL DEFINITION: An Independent Contractor is an individual, company or corporation engaged in an independent business of its own; a separate enterprise or business that performs services on a fee or contractual basis. Individual Independent Contractors must be recognized as professionals requiring advanced degrees and membership in a professional society or professional organization, or persons that have special skills such as artists, musicians, entertainers, persons with professional recognition such as Staff Development Presenter, etc. A person with an employer-employee relationship with the District shall not be an Independent Contractor.

REFERENCE: Education Code Sections 88077 and 88080

3.1.G EMPLOYMENT OF COLLEGE STUDENTS UNDER CERTAIN PROGRAMS: Full-time students employed part-time and part-time students employed part-time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds, shall not be part of the classified service. The District may employ such students pursuant to the Education Code. Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

REFERENCE: Education Code Sections 88076, 88080 and 88081

3.1.H RESTRICTED POSITIONS AND EMPLOYEES: "Restricted" classes may be established and positions allocated thereto by the Personnel Commission when specially funded positions are restricted to employment of persons in low income groups, from designated impoverished areas and other criteria which restrict the privileges of all citizens to compete for employment in such "restricted" positions.

1. Appointments to “restricted” positions shall be filled from appropriate eligibility lists. Applicants must meet the qualifications of education and experience established for the “restricted” classification. Separate eligibility lists for designated geographic areas may be established for “restricted” classes. Eligibles on a specific geographic list may be required to reside in the geographic area both at the time of examination and appointment and may be required to reside within that geographic area while employed in that “restricted” position. For purpose of establishment of eligibility lists, each list established under this rules will be treated as an eligibility list for a separate class.
2. After completion of six (6) months of paid, satisfactory service in a “restricted” position, a person working in such a position may take such regular examination for the class (unrestricted) as is required for all other persons. If the incumbent of a “restricted” position qualifies in such an examination, regardless of his/her ranking or place on the eligibility list, he/she shall be accorded the full rights, benefits, and burdens of any other classified employee serving in the regular classified service. In such case, his/her seniority for purposes of layoff or promotion shall be computed from the original date of employment in the “restricted” position and shall continue even though the incumbent continues to serve in a “restricted” position. A probationary period shall not be required unless he/she qualified for a class on a higher salary schedule.

REFERENCE: Education Code Section 88008 and 88080

### 3.2 GENERAL CLASSIFICATION RULES

3.2.A ASSIGNMENT OF DUTIES: The Board shall prescribe the duties and responsibilities of all positions in the classified service except those in the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Human Resources shall report the facts to the responsible administrator in order that appropriate action may be taken.

REFERENCE: Education Code Section 88000, 88005, 88009, 88060, 88061, 88084 and 88086

3.2.B THE GENERAL CLASSIFICATION PLAN: The Commission shall classify all employees and positions within the jurisdiction of the Board or the Commission, except those positions which the Commission determines are exempt from the Classified Service pursuant to Chapter 3.1.B. The Commission shall maintain a classification plan for all positions. The employees and positions shall be known as the Classified Service. To classify shall include, but not be limited to:

1. Allocation of all positions to appropriate classes.

2. Arrangement of classes into occupational hierarchies (job families).
3. Determination of reasonable percentage relationships between classes within the occupational hierarchies.
4. Determination of reasonable percentage relationships between occupational hierarchies.
5. Preparation of written class specifications.

REFERENCE: Education Code Sections 88000, 88005, 88009, 88061 and 88076

3.2.C CLASS SPECIFICATIONS: All class specifications shall be considered by reference as a part of these Rules. For each class, the Personnel Commission shall establish and maintain in the office of the Commission, in a suitable form, a class specification which shall include:

1. The class title.
2. A definition of the class, indicating the type of duties and responsibilities, as assigned by the District, and placement within the organizational scheme.
3. A statement of distinguishing characteristics which differentiates the class from other related or similar classes.
4. A statement of the examples of duties to be performed by persons holding positions allocated to the class. These are descriptive and explanatory only and do not restrict the administration from assigning other duties or tasks to a position. The Commission shall develop this statement from the list of duties presented to it by the Board of Trustees.
5. A statement of the minimum qualifications for service in the particular class. The minimum qualifications may include education, experience, knowledge, skills, abilities, personal and physical traits and characteristics.
6. A statement about any license, certificates, or other special requirements for employment or service in the particular class.
7. A statement about any physical requirements required of positions in the class.
8. The title of the class shall be used as the title of all positions in the class on payrolls submitted to the Commission for auditing and in the records and correspondence of the Commission and the Board of Trustees.

REFERENCE: Education Code Sections 88076, 88080, 88092, 88095, 88096, 88104 and 88104.5

3.2.D INTERPRETATION OF CLASS SPECIFICATIONS: The class specifications and their various parts have the following force and effect:

1. The definition and typical tasks are descriptive and explanatory only and not restrictive, indicating the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements and do not prescribe what these details shall be in respect to any position.
2. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Commission.
3. The specification for each class is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases or words, but to the general duties, responsibilities, specific tasks and qualification requirements as affording a picture of the positions that the class includes.
4. Each class specification is construed in its proper relationship to other specifications, particularly those of classes in the same series in such manner as to maintain a proper relationship in the series in which the class is located and proper differentiation within the group of classes.
5. The following personal qualification requirements apply to all classes even though not necessarily specifically mentioned in the specification: good health and freedom from work related disabling defects and communicable diseases; good physical condition and agility and strength commensurate with the duties of the class; dependability; good judgment; good moral character and reputation; loyalty; ability to work cooperatively with others; and willingness and ability to assume the responsibilities and to conform to the conditions or work characteristics of the particular position.
6. The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment, but does not require a particular form or content of test or testing procedure.
7. Education and experience patterns represent minimum recruitment qualifications. Individuals not meeting the education and experience or promotional qualifications where indicated, will not be considered

further for employment in the class. Depending upon the classification, a combination of education and/or experience may be substituted for educational requirements. No requirements may be imposed which unduly or unreasonably affect the field of competition.

- a. Subject to the provisions of paragraph 7 above, a bachelor's degree is required in cases where a professional designation requires the degree, or the established practice for professional classes accept this as a minimum standard. Certain instructional support classes require degrees depending on the level of services provided.
  - b. Subject to the provisions of paragraph 7 above, an associate of arts degree is required in cases of technical or paraprofessional work where there is a direct relationship of the body of knowledge accompanying the degree program to the job being performed.
  - c. Subject to the provisions of paragraph 7 above, other college level course work is suggested if a particular course or group of courses is necessary to establish the knowledge base for the class.
  - d. Subject to the provisions of paragraph 7 above, high school diplomas are generally required for all classes except those of an elementary nature, or lower level entry vocational classes.
8. Class title modifiers denote the relative professional nature of classes, and are consistently applied to clearly differentiate between groups of classes.
- a. Assistant or Clerk: Used to identify classes that typically require a high school diploma and some experience (0-3 years) and support a function or office.
  - b. Technician: Para-professional level typically associated with two years of college and two years experience requirement
  - c. Specialist: Regarded as a slightly higher level than a technician, this title assumes paraprofessional to entry-level professional status.
  - d. Analyst (e.g., Accountant, Engineer): Professional level title used with a substantial body of knowledge typically associated with a degree and 1-3 years experience
  - e. Lead Person: Used for positions that regularly provide work direction and guidance to other regular classified employees and do not prepare the performance review nor discipline employees.
  - f. Coordinator: A non-supervisory class with a program responsibility

requiring considerable independence of action

- g. Supervisor: First line management classification that includes the performance review, discipline, direction and training for assigned employees.
  - h. Manager: Used for positions that typically directs supervisors or lead classifications and report to directors.
  - i. Director: Used for positions which are involved in planning, organizing and directing a major functional area and report to a top-level administrator such as a vice president or dean.
9. Work Level Descriptors describe the general skill level required when multiple skill levels reside within a single class.
- a. I - Entry level, Employee hired with limited experience or specialized knowledge, assignments limited in scope, function within set procedures and framework.
  - b. II - Journey-level, function with general supervision, full working knowledge of all required tasks and duties.
  - c. III - Advanced Journey (Mastery) level, requires specialized knowledge or technical expertise, responsibilities more complex than Journey level, may provide lead to lower classifications.

*(Amended 3.2.D - 12/15/03)*

REFERENCE: Education Code Sections 88076, 88080, 88092, 88095, 88096, 88104 and 88104.5

3.2.E CREATION OF NEW POSITIONS: When the Board of Trustees creates a new position or approves a reorganization that modifies the duties and/or responsibilities of a classification or position, it shall submit the duties officially assigned to the classification/position, in writing, to the Director of Human Resources. The Board may recommend minimum educational and work experience requirements for the classification/position. The Director of Human Resources shall present recommendations to the Commission for action. The Commission shall:

1. Determine if the new position shall be a part of the Classified Service or exempt under Rule 3.1.B.
2. Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.

3. If a new class is recommended, the Director of Human Resources shall set forth a proposed class specification setting out the title, duties as established by the Board of Trustees, qualifications, and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board of Trustees.
4. The Commission shall recommend the proper salary placement on the appropriate classified salary schedule.
5. The Director of Human Resources shall notify the Board of the Commission's action.

REFERENCE: Education Code Sections 88005, 88009, 88061 and 88076

3.2.F ALLOCATION OF POSITIONS TO EXISTING CLASSES: All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

REFERENCE: Education Code Sections 88076, 88080, 88092, 88095, 88096, 88104 and 88104.5

3.2.G CHANGES IN DUTIES OF POSITIONS: Any substantial change in the duties of existing positions shall be promptly reported in writing to the Director of Human Resources, who shall conduct a review to determine whether the position should be allocated to a new or different class. Should a change in classification be warranted or necessary, the Director of Human Resources shall submit recommendations to the Personnel Commission for action.

REFERENCE: Education Code Sections 88076, 88080, 88092, 88095, 88096, 88104 and 88104.5

3.2.H WORKING OUT OF CLASSIFICATION: Each classified employee should be required to perform the duties approved by the Board and classified by the Commission for the class to which the employee is assigned. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, except as provided by this Rule. An employee may be worked beyond the scope of the duties normally assigned to the employee's position provided that the employee's salary is adjusted as follows:

1. When a regular employee in the classified service works in a higher classification for a period of time which exceeds five (5) working days within a fifteen (15) calendar day period, the salary of the employee shall be adjusted upward to the entire period of working out of classification.

2. If an employee is required to perform duties which are not allocated to an existing class, the assignment shall be reported to the Director of Human Resources in writing so that a review may be conducted to determine the appropriate pay differential for the temporary assignment.
3. Request for pay differential for working out of class shall be submitted to the Director of Human Resources as soon as possible after the assignment has been made.
4. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class for more than ninety (90) calendar days in one fiscal year or for more than one assignment without the approval of the Personnel Commission. An example of the kind of exemption allowed by the Commission would be the temporary replacement of an employee on a long-term illness leave where the employee is assigned to work out of class for the duration of the absent employee's leave.
5. A claim for a pay differential for working out of class may be submitted by the employee or the supervisor. The Director of Human Resources will notify the supervisor upon receipt of a claim submitted by an employee.
6. A claim for pay differential for working out of class must contain a list of the assigned duties.
7. The Director of Human Resources shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level and shall recommend an appropriate pay differential consistent with these Rules to the Commission.
8. If the Director's review determines that the assigned duties are not at a higher level, the Director shall notify the employee and the appropriate supervisor and present the findings to the Commission at the next regular meeting of the Commission.
9. These Rules shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

REFERENCE: Education Code Sections 88010, 88076, 88080, 88104 and 88104.5

3.2.1 REVIEW OF POSITIONS: The Director of Human Resources shall review the duties and responsibilities of positions as necessary to determine their proper classification and shall cause all positions to be reviewed at least once

every three (3) years. If the Director finds that a position or positions should be reclassified, he/she shall advise the Administration of his/her findings. If the Administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report his/her findings to the Personnel Commission for appropriate action. The Director of Human Resources shall also report the findings in cases where the review indicates that a change of classification is unwarranted.

REFERENCE: Education Code Sections 88076, 88080, 88087, 88104 and 88104.5

### 3.2.J

POSITIONS REQUIRING SPECIAL LANGUAGE OR SKILLS: The Board of Trustees may request that the Personnel Commission designate certain positions within a class or classes to require the holder of the position to possess a special skill, license, or language. The District must clearly set forth valid reasons for requesting such special requirements. The duties of the position must be the same as those for all other positions within the classification, except for this one special requirement. There can be only one special requirement for a position. Examples of special skills could include a position in the instructional assistant classification which has a need for the incumbent to read, speak, and write a foreign language; an administrative secretary class where one position requires the use of shorthand skills; and a gardener classification where one position requires a pesticide certificate.

1. The Commission shall have the right to designate a differential salary rate to compensate incumbents in such special positions for their special skills. Such differential rates shall correspond to the salary schedule percentages between ranges (i.e. 2.5%, 5.0%, 7.0%, 7.5%, etc.).
2. An announcement calling for an examination for a class with position(s) containing special requirements will contain appropriate information and will indicate that successful candidates possessing the special skill will be given preference over other successful candidates.
3. When a vacancy occurs in a position which has approved special skill requirements, the position shall revert to the standard requirements unless the Board of Trustees or Administration states that the position should still possess the special requirements and the Personnel Commission concurs.
4. If a request to designate a position in a class as requiring a special skill is challenged, the Personnel Commission shall cause a proper investigation to be made, and shall consider the findings and all other pertinent data presented by any concerned and responsible source prior to taking final action on the request.
5. Layoffs in classifications with positions established pursuant to this

rule shall be conducted pursuant to Chapter 20.

REFERENCE: Education Code Sections 88005, 88009, 88061, 88076 and 88096.

3.2.K CONFIDENTIAL POSITIONS: The Board of Trustees pursuant to Government Code Section 3540.1 may designate certain positions confidential. Employees filling positions designated confidential must, in the course of their regular duties, have regular access to, or possess information relating to, the District's confidential employer-employee relations positions and proposals. The Board of Trustees' determination to make a position "confidential" is subject to review by the Personnel Commission. The Personnel Commission does not have the right to overturn the Board's designation of a position as confidential, but has the right to inform the Board of its position regarding classification and relationships.

REFERENCE: Education Code Sections 88005, 88009, 88061, 88076 and 88096

### 3.3 RECLASSIFICATION

3.3.A RECLASSIFICATION POLICY: The Commission shall maintain a system whereby classification review will be continuous. The Commission will conduct studies as it deems necessary to review classifications and maintain internal alignment in the Classified Service.

1. Request for classification studies of existing positions shall be presented to the Director of Human Resources; with a statement setting forth the reasons for the Personnel Commission request form. Requests for such studies may be initiated by an employee, District Administration, or a recognized employee organization.
2. Whenever a reclassification study of an individual position is initiated at the request of the incumbent in the position, the requesting employee shall be provided with "Position Information Questionnaire" as a second step in process. The employee has three weeks to return the completed questionnaire. Failure to meet this time line may negate the request for the study.
3. Upon receipt of the completed "Position Information Questionnaire" the Personnel Commission staff shall have three (3) months in which to conduct a study of the duties and responsibilities of the employee's position, and submit the findings to the employee.
4. The employee or supervisor may submit a request for reconsideration of the initial findings within one (1) weeks from the date of receipt. The response may generate some additional discussions could result in a change in the recommendation.

5. If the employee and /or supervisor disagree with the final decision made by the staff, they may request an appeal to the Personnel Commission.
6. In the event that a request for reclassification is denied by the Personnel Commission or an employee fails to participate in a Commission designated study covering the employee's classification, the requesting employee must wait a minimum of eighteen (18) months before applying for reclassification.

REFERENCE: Education Code Sections 88076, 88080, 88087, 88104 and 88104.5

3.3.B EFFECTIVE DATE OF RECLASSIFICATION: Reclassification of a position or positions shall become effective on the first working day after approval by the Personnel Commission, but shall not have retroactive effect. Changes in classification and salary resulting from the permanent reclassification of a position(s) shall be effective on the first working day after approval by the Personnel Commission.

REFERENCE: Education Code Section 88076, 88080, 88087, 88104 and 88104.5

3.3.C NOTIFICATION OF RECLASSIFICATION: Notification of a recommendation for the classification or reclassification of a position or employee shall be given to the employee(s) affected, their exclusive representative, the employee's supervisor, and the District Administration before the classification proposal is adopted.

REFERENCE: Education Code Sections 88076, 88080, 88087, 88104 and 88104.5

3.3.D RECLASSIFICATION OF VACANT POSITION: If a reclassification occurs to a vacant position, the position shall be filled through normal selection procedures.

REFERENCE: Education Code Sections 88076, 88080, 88087, 88104 and 88104.5

3.3.E EFFECTS OF RECLASSIFICATION ON INCUMBENTS: Whenever a position or entire classes of positions are reclassified the rights of incumbents will be determined in accordance with these Rules and Regulations.

1. **Reclassification Upward**: When all of the positions in a class are reclassified to a class with higher salary range, the incumbents of the positions who have been in the class for two (2) or more years may be reclassified by the Commission with their positions provided the last two performance evaluations of the incumbent have been satisfactory.

- (a) When one or more positions within a class, but not all of the positions within that class, are reclassified upward, the incumbent(s) in the position who has a continuous employment record of two (2) or more years in one or more of the positions being reclassified may be reclassified by the Personnel Commission with the position provided the last two performance evaluations of the incumbent have been satisfactory.
  - (b) When an incumbent(s) in the position who has a continuous employment record of less than two (2) years but more than six (6) months in the position being reclassified, the individuals may take a qualifying exam provided the last performance evaluations of the incumbent have been satisfactory. A qualifying examination is defined as one in which only the incumbent of the reclassified position is tested. The individual must meet the minimum qualifications of the position, and the examination is rated as "qualifying" or "not qualifying."
  - (c) In order for an incumbent to be reclassified with the position, the basis for the reclassification of the position must be the gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determination as to the gradual accretion of duties will be on the basis of the guidelines provided by the Rules and Regulations of the Personnel Commission.
  - (d) An employee who has been reclassified with his/her position shall be ineligible for subsequent reclassification with his/her position for a period of at least two (2) years from the date of the prior reclassification action.
  - (e) Those incumbents not able to be reclassified with their positions shall have an opportunity to compete in the Personnel Commission's selection process for promotion into the higher class.
2. **Reclassification Equal or Lower:** When a position or group of positions is reclassified to a class with a lower wage or salary range, the incumbent(s) shall be "Y" rated until such time as the salary in the lower class catches up to the salary at the time of the reclassification.
- (a) Should there be a vacant position in the incumbent current class, he/she shall be transferred to the vacant position. If the incumbent chooses, he/she may retain the reclassified position in the lower class.
  - (b) The incumbent may elect to use the Layoff process when no

vacant position in the current class prior to reclassification action. The employee shall be entitled to all rights and benefits of Layoff.

*(Amended 3.3.E.1 - 9/22/03)*

REFERENCE: Education Code Sections 88076, 88080, 88087 and 88104

3.3.F DEFINITION OF GRADUAL ACCRETION: For purposes of these guidelines, eighteen (18) or more months of regular service shall be interpreted to mean assignment for at least eighteen (18) complete months within the assignment basis of the class or position. Determination as to gradual accretion will be based on an analysis of data to be supplied by the division or school, as well as the Personnel Commission staff, regarding the following guideline factors:

1. The nature and scope of each identified change in duties and responsibilities.
2. The exact or approximate date the incumbent began the performance of the newly acquired duties and responsibilities.
3. The conditions which led to the association of the added duties and responsibilities with the subject position(s).
4. Evidence of the employee's performance of the added duties and responsibilities.

REFERENCE: Education Code Sections 88076, 88080, 88087 and 88104.

3.3.G EFFECT OF REEMPLOYMENT AND ELIGIBILITY LISTS: The reclassification of all positions in a class automatically reclassifies the mandatory reemployment list (if any) for that class. The Personnel Commission shall also review the appropriateness of the current eligibility list for the class to determine whether or not it should be reclassified. Salary reallocations of classes shall have no effect on lists unless a specific finding to the contrary is made by the Commission.

REFERENCE: Education Code Sections 88076, 88080, 88087, 88104 and 88104.5

3.3.H SENIORITY OF POSITIONS RECLASSIFIED

1. Any employee reclassified from an existing class to another class or new class on the same or lower classification shall transfer seniority into the new classification.
2. Any employee reclassified to a new classification and the previous

classification eliminated shall transfer seniority from the eliminated classification to the new classification.

3. Any employee given a new classification on the same range as the previous classification shall transfer seniority from the previous classification to the new classification.

### 3.4 OCCUPATIONAL HIERARCHIES

#### 3.4.A THE PERSONNEL COMMISSION ESTABLISHES:

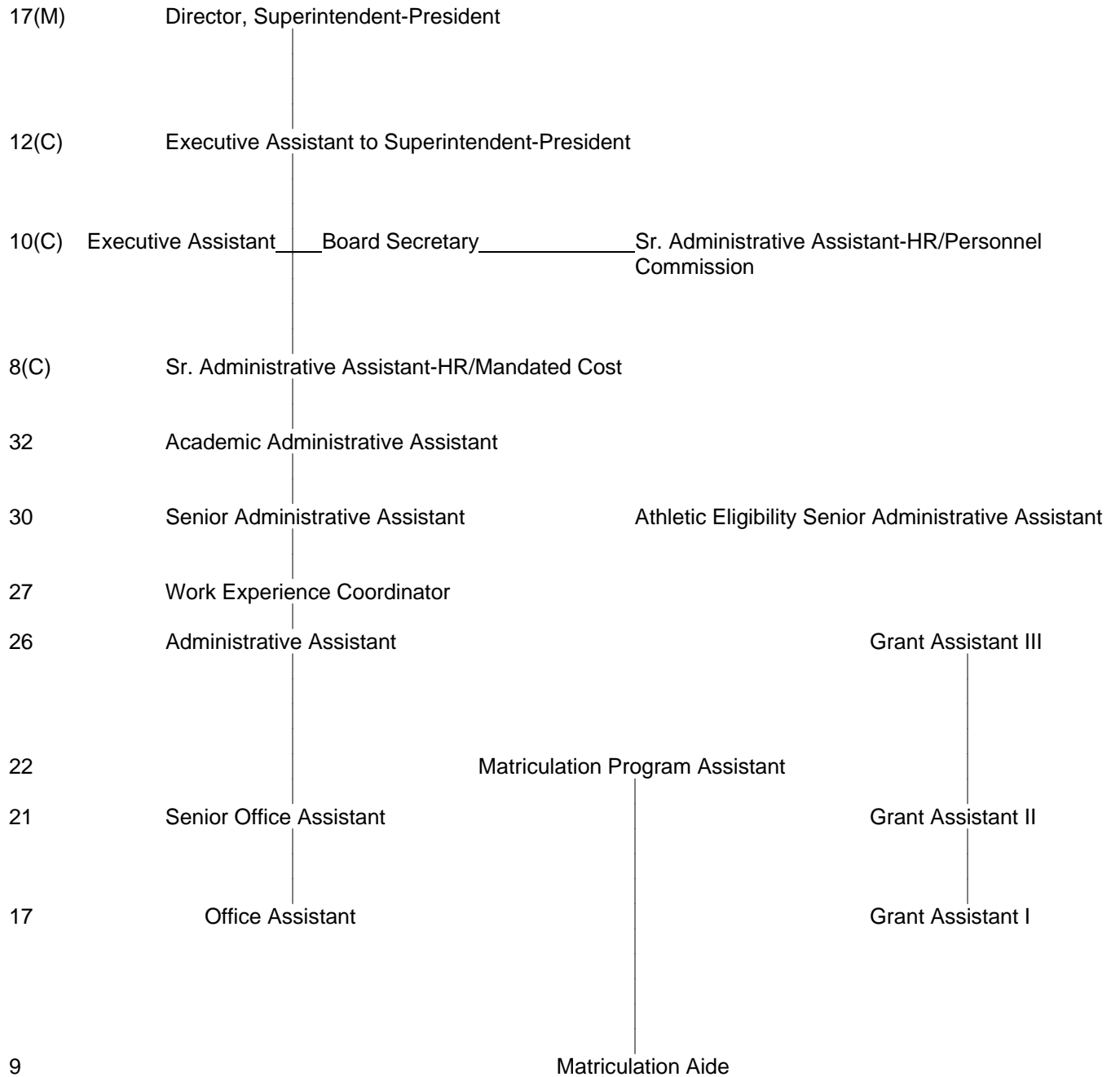
1. That the Classified Service is hereby divided into occupational hierarchies.
2. That hierarchies are, in turn, subdivided into class series. Class series are developed by vertically separating closely-related classes into multiple levels. The number of levels in a series is not preordained, but is dependent upon class definitions. The number of levels within a class series should reflect substantive differences between jobs which can be specifically defined. Care must be exercised to refrain from creating artificial levels and classifications in a class series since such a practice can only result in salary compression and difficulty in delineating separate jobs.
3. It must also be noted that, although separate, hierarchies are intertwined to such an extent that the classification and related compensation decisions made for one occupational group have a direct impact on the other occupational groups or series. If not carefully set up and monitored, changes in salary schedules in one series may be increased in such a manner that the salary for a subordinate position could exceed the amount paid that position's supervisor or to so compact the salary schedule as to make promotions undesirable. Classification decisions, including salary placement, must be made with consideration given to the Classified Service as a whole; not just the impact on one classification or one occupational series.

#### 3.4.B OCCUPATIONAL HIERARCHIES SERIES: (see following pages)

REFERENCE: Education Code Section 88000, 88005, 88009, 88061 and 88076

**3.4.B.1 CLERICAL / SECRETARIAL SERIES**

Salary Range



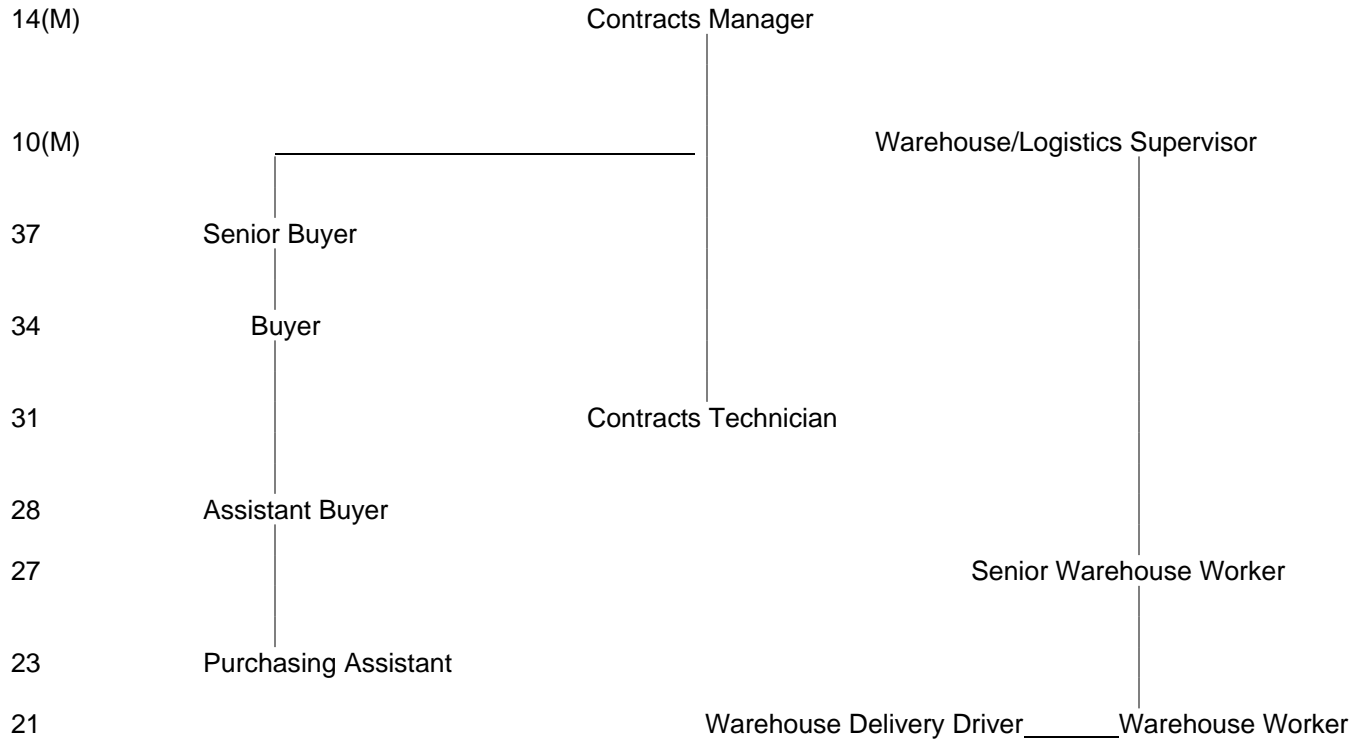
***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***



*The solid lines indicate the normal career paths (upward and downward) which may require additional skill knowledge or educational training.*

### 3.4.B.3 PURCHASING / WAREHOUSE SERIES

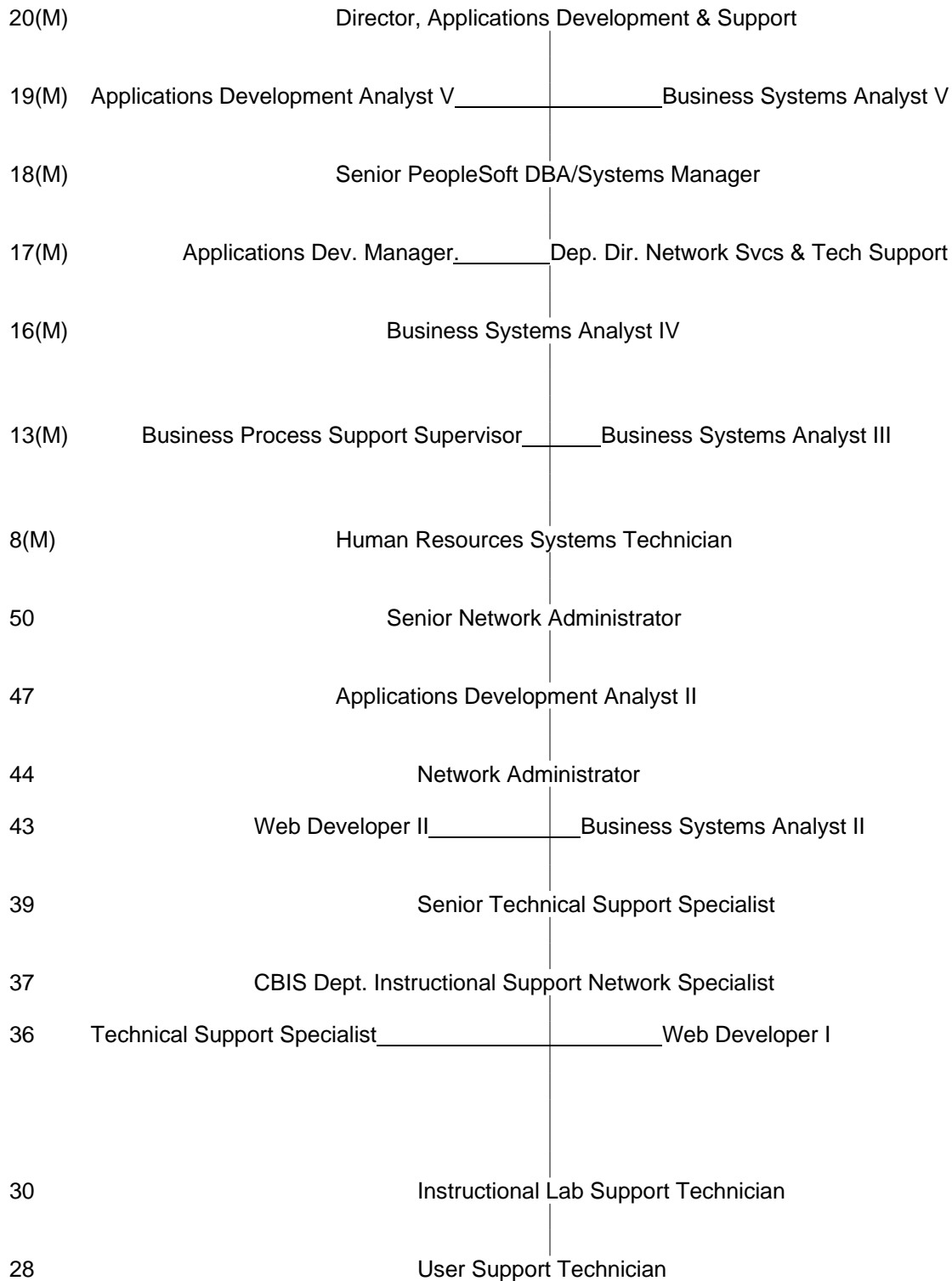
Salary Range



*The solid lines indicate the normal career paths (upward and downward) which may require additional skill knowledge or educational training.*

### **3.4.B.4      INFORMATION TECHNOLOGY SERIES**

Salary Range



*The solid lines indicate the normal career paths (upward and downward) which may require additional skill knowledge or educational training.*

**3.4.B.5      MULTI-MEDIA SERVICES SERIES**

Salary Range

17(M) Deputy Director Academic Computing  
& Multimedia Services

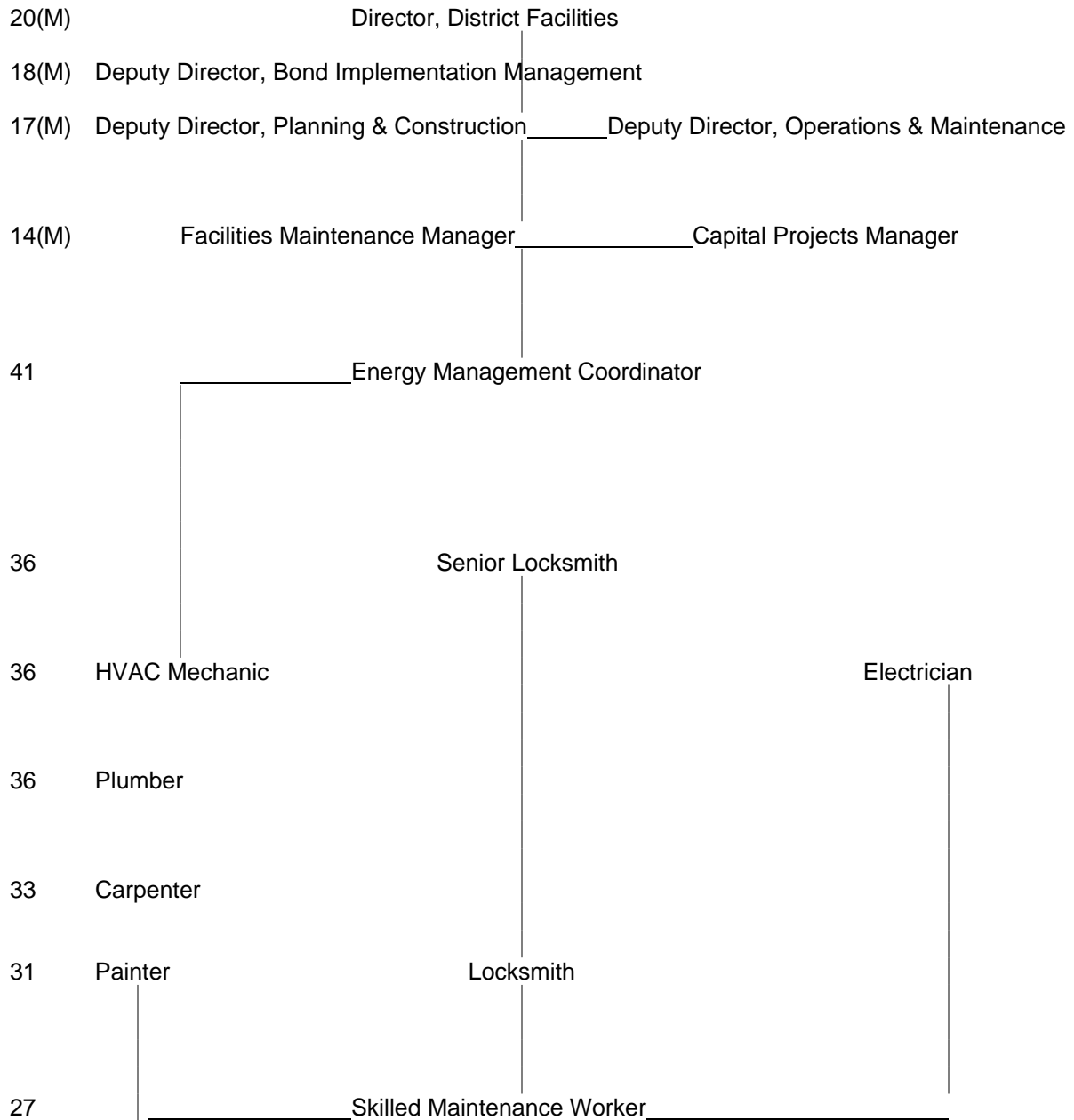
11(M) Multimedia Services Supervisor

26      Multimedia Services Technician

*The solid lines indicate the normal career paths (upward and downward) which may require additional skill knowledge or educational training.*

**3.4.B.6 MAINTENANCE SERIES**

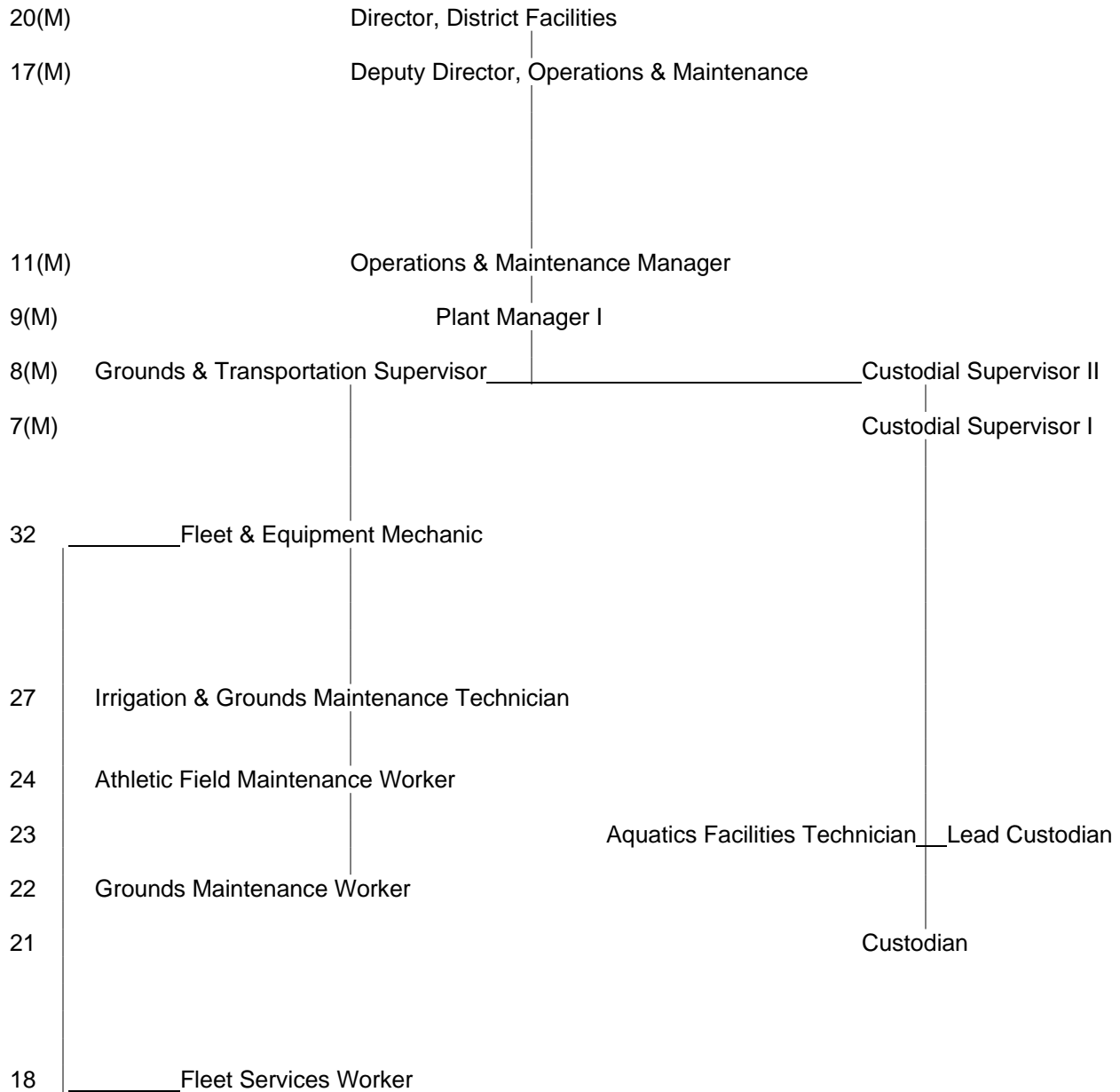
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.7 OPERATIONS SERIES**

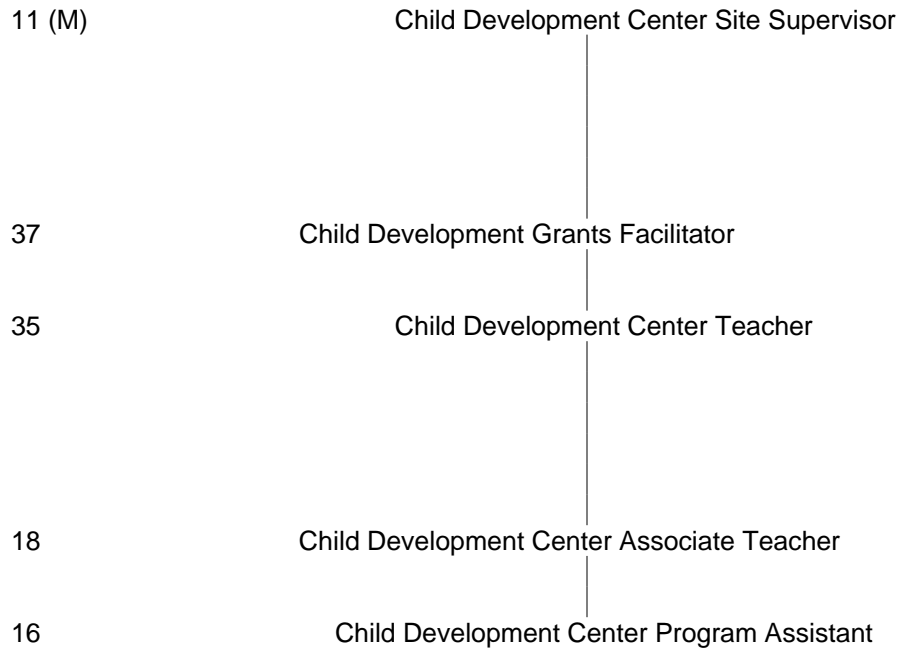
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.8 CHILD DEVELOPMENT SERIES**

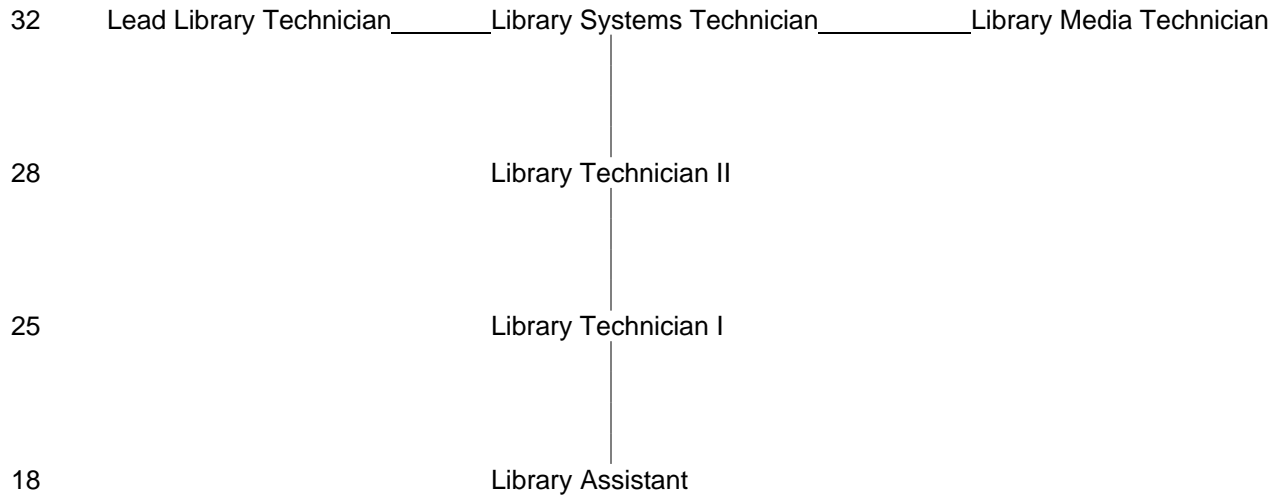
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.9      LIBRARY SERIES**

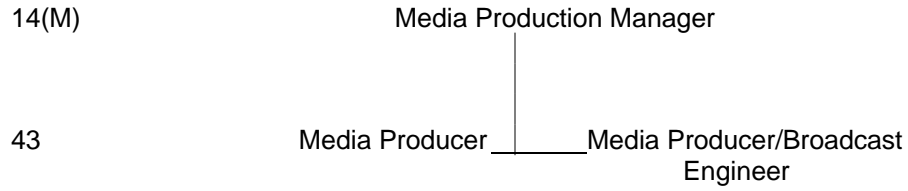
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

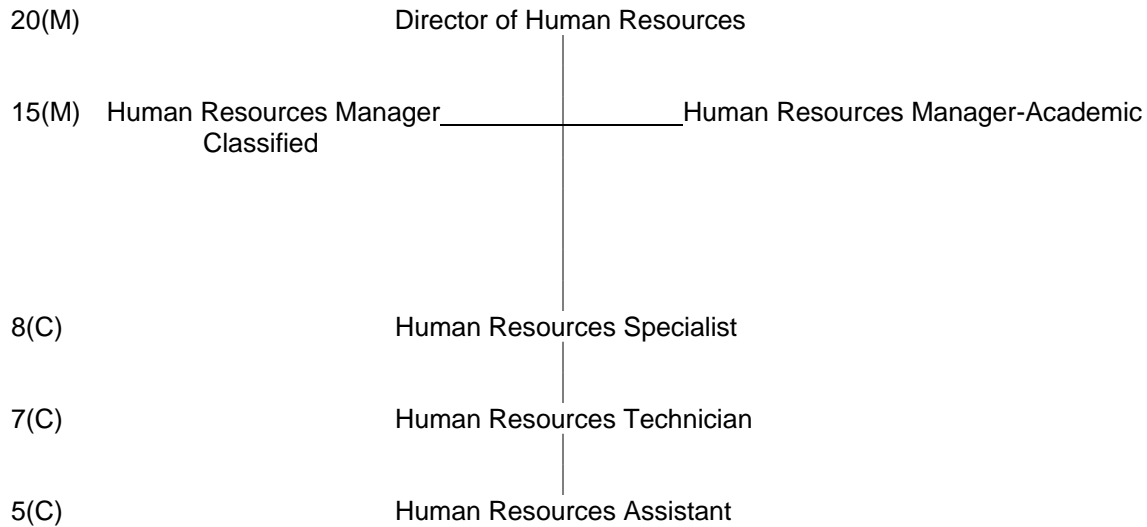
**3.4.B.10 MEDIA SERIES**

Salary Range



**3.4.B.11 HUMAN RESOURCES SERIES**

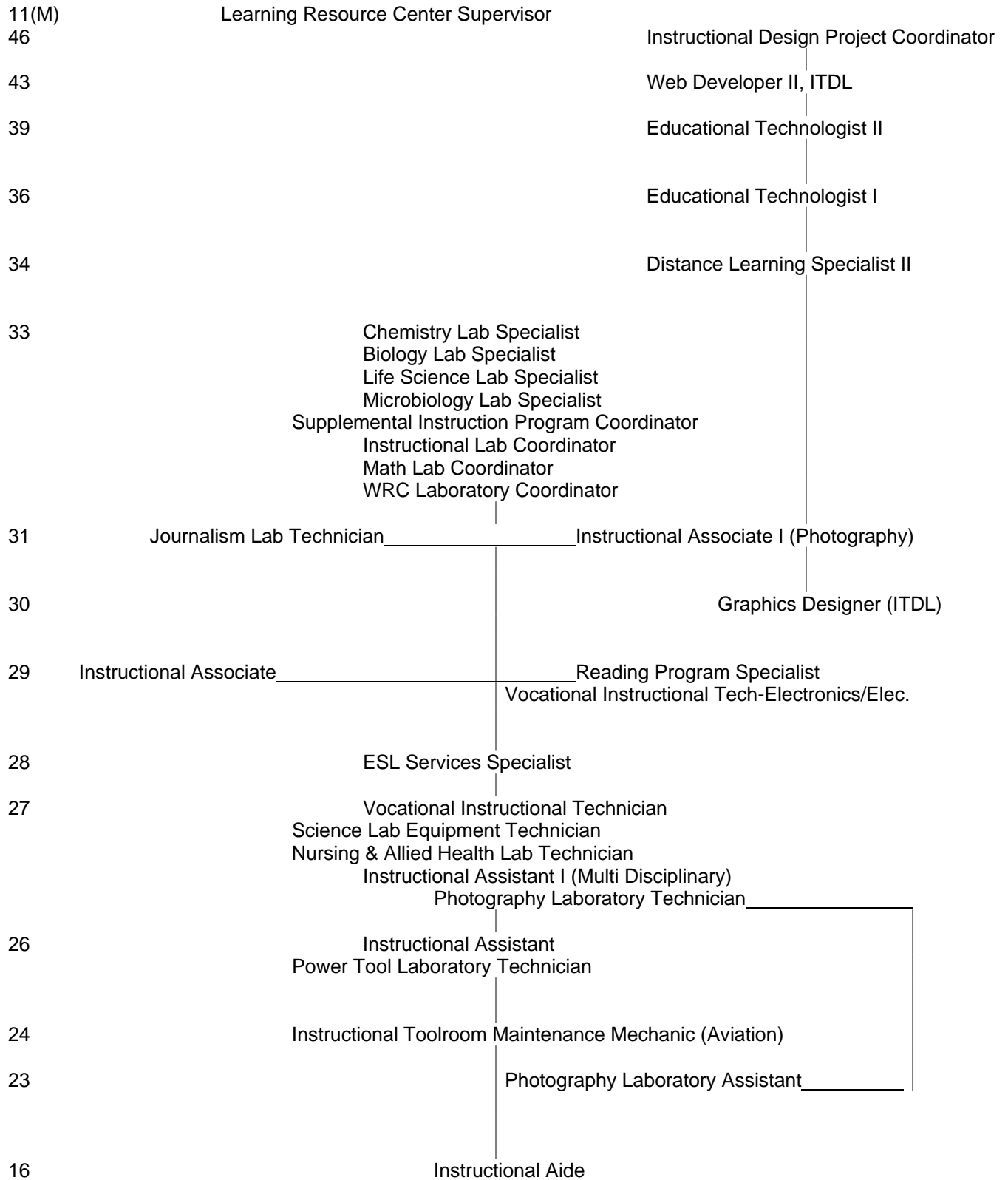
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skill knowledge or educational training.***

**3.4.B.12 INSTRUCTIONAL SUPPORT SERIES**

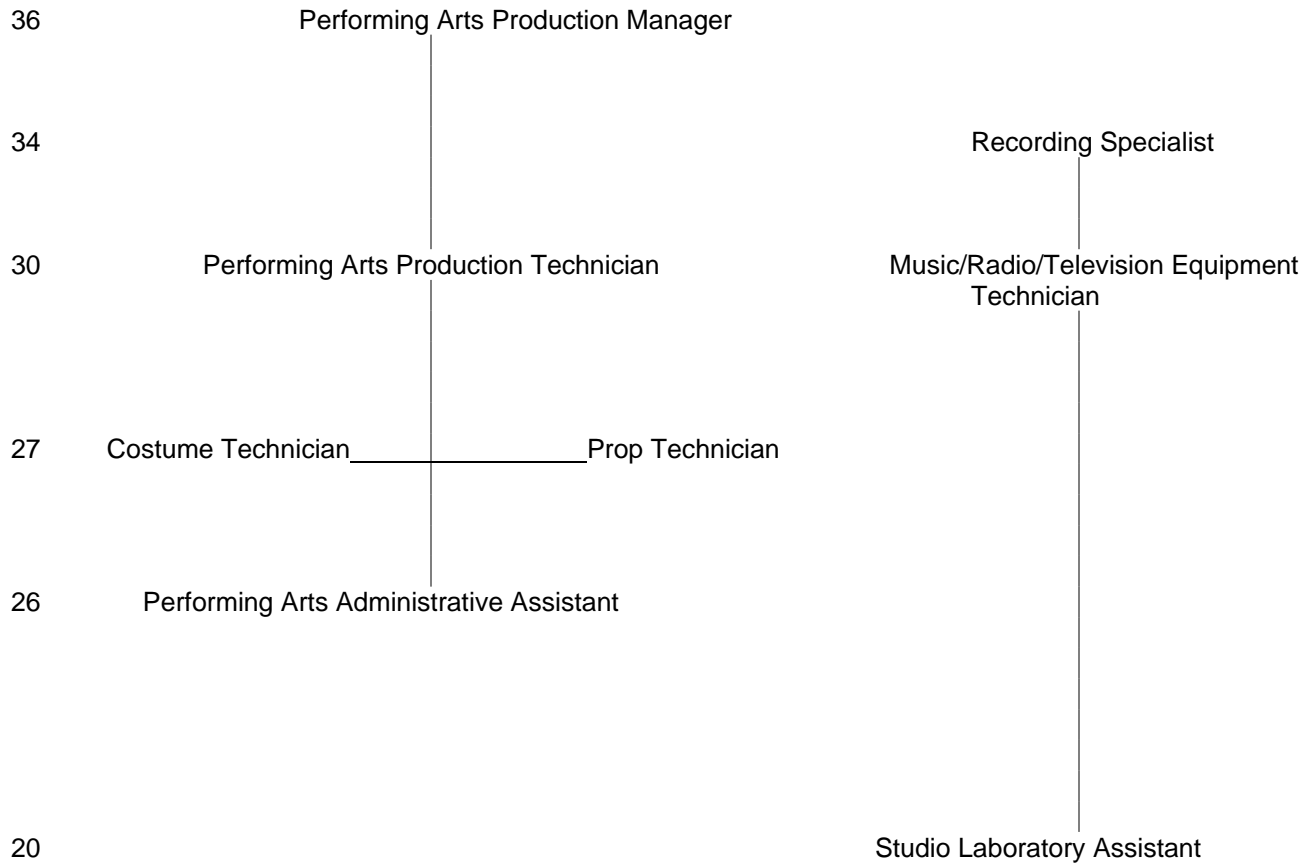
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.13 THEATER / MUSIC / RADIO/ TV SERIES**

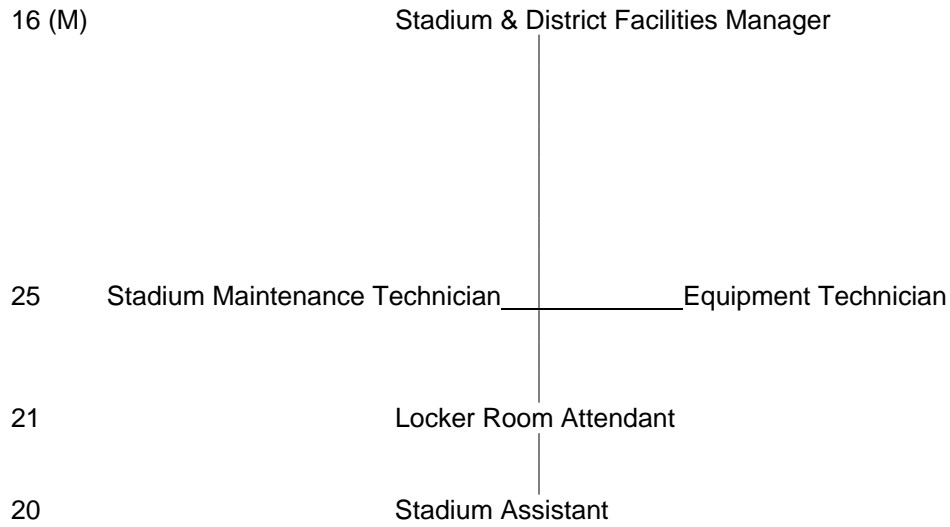
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.14 SPORT / ACTIVITY SERVICES SERIES**

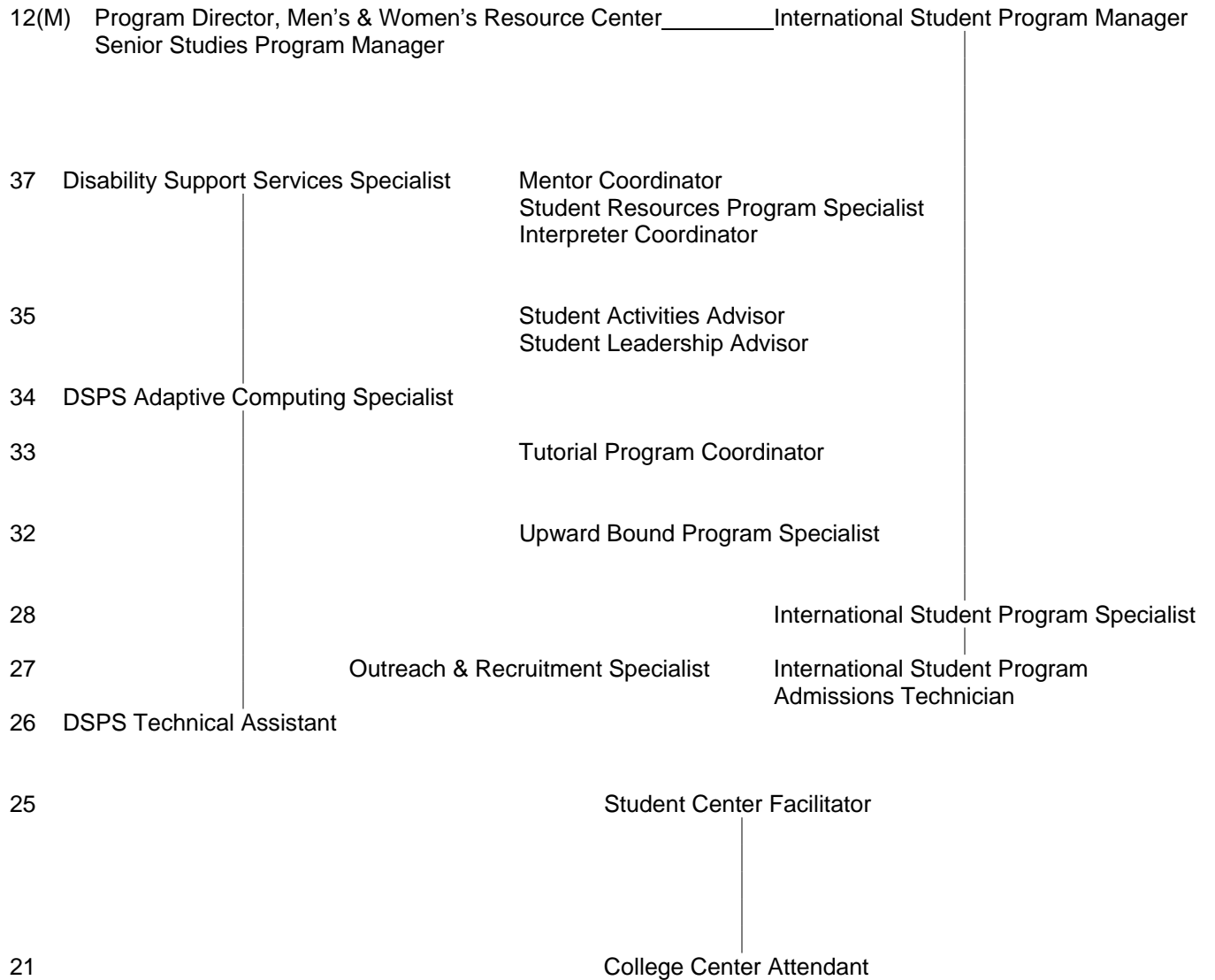
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require Additional skills, knowledge or educational training.***

**3.4.B.15      STUDENT SUPPORT SERIES**

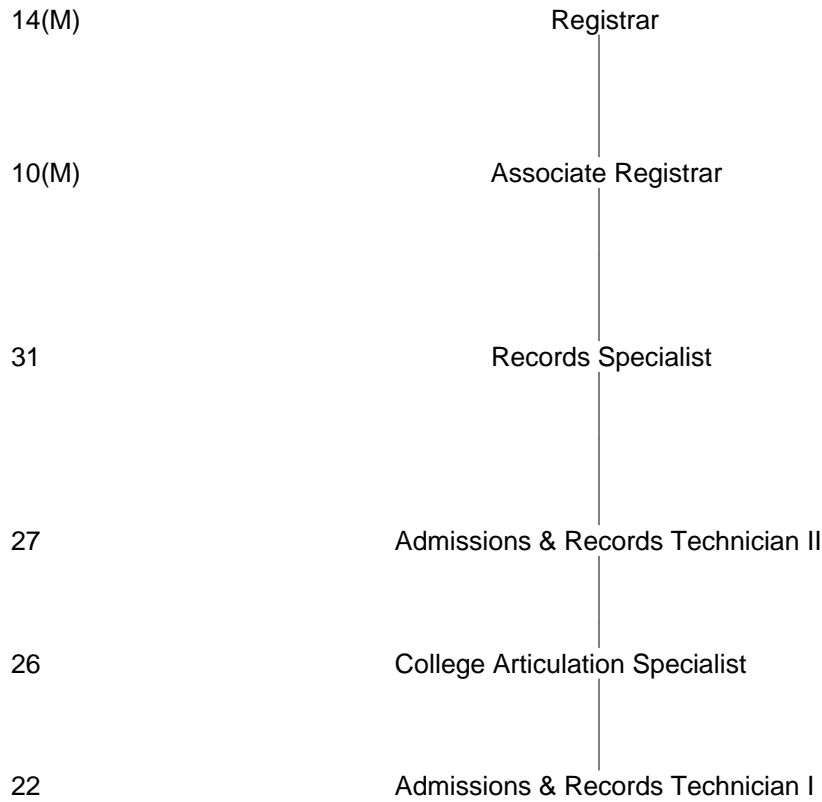
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.16      ADMISSIONS AND RECORDS SERIES**

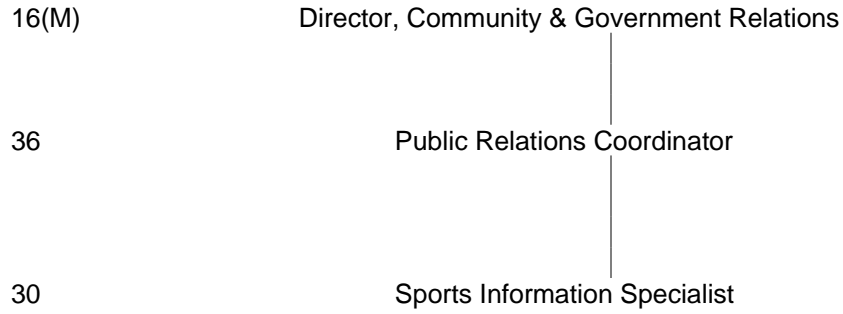
Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.17      PUBLIC INFORMATION SERIES**

Salary Range



**3.4.B.18      MAIL & REPROGRAPHICS SERIES**

Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

3.4.B.19

ACADEMIC SERVICES

Salary Range

15(M)

47 Senior Research Analyst

44

40 Research Analyst II

36 Research Analyst I

35

Schedule Specialist

27

Curriculum/Schedule Technician

26

Curriculum Database Specialist

Research Systems Analyst II

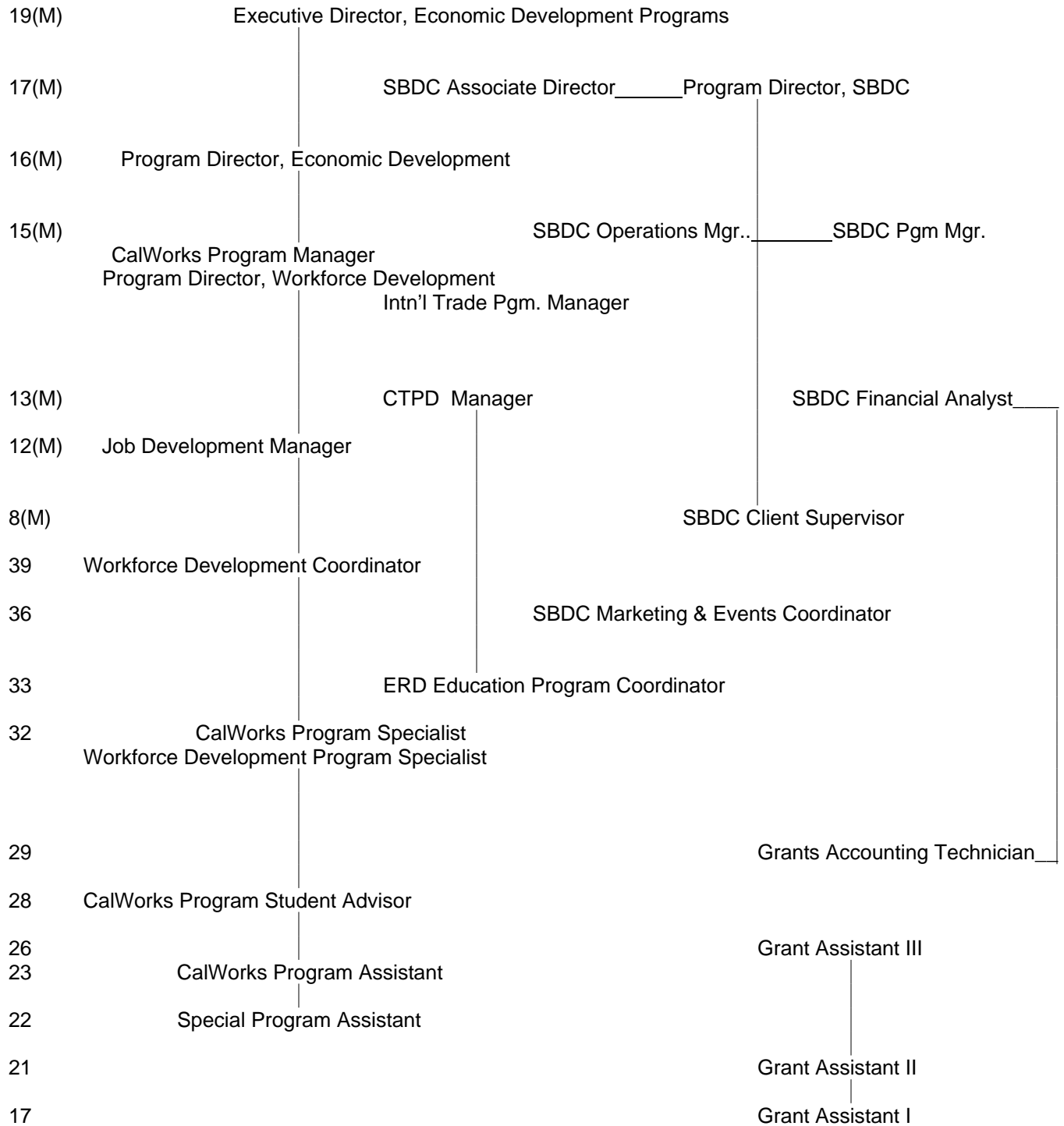
Research Systems Analyst I

***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

**3.4.B.20**

**ECONOMIC DEVELOPMENT**

Salary Range



***The solid lines indicate the normal career paths (upward and downward) which may require additional skills, knowledge or educational training.***

### 3.4.B.21

### NON-SERIES

#### Salary Range

18(M)	Director, Institutional Resource Development Director, Risk Services
15(M) 14(M)	Project Manager, ERD (Nursing Grant) FKCE Program Manager
13(M)	Manager, Environmental Health & Safety Services Assessment Services Manager
11(M)	Associate Director, Foundation
60	Nurse Practitioner
52	Nurse
39	Risk Services Coordinator Telecommunications Specialist
38 37	Program Manager, Student Athlete Success Grants Coordinator Student Support Services Specialist
36	Staff Development Coordinator Planning Analyst Certified Athletic Trainer
35	GBNE Program Specialist Graphic Design Specialist
33	Art Gallery Coordinator Assessment Coordinator
30	Performance Accompanist Career Development Center Coordinator Recreational Sports & Wellness Specialist
28	FKCE Educational Specialist Parking Services Coordinator
24	Health Services Assistant
22	Switchboard Operator
21	Health Services Technician
17	Project YESS Outreach Assistant

***No career patterns with Long Beach Community College District***

