

PERSONNEL COMMISSION RULES & REGULATIONS

30.200 PCRR

30.200 **General Classification Rules****30.200.1** **Assignment of Duties**

The Board of Trustees shall prescribe the duties and responsibilities of all positions in the classified service except those on the Personnel Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to his position, the personnel director shall report the facts to the responsible administrator in order that appropriate action may be taken (See also rule 30.200.7). (*Education Code* 45109,45276)

30.200.2 **General Nature of the Classification Plan**

The Director of Classified Personnel shall establish and maintain a plan of classification for all positions in the classified service. Classes will be placed in groups according to general occupational nature and, within groups, shall be listed in series by specific occupation. The plan shall indicate the class(es) in each series which are usually filled by open competitive examination. Those classes not so designated shall be considered as "promotional classes," provided that the Personnel Commission shall decide, when it orders an examination whether the examination shall be open, promotional or dual certification. (*Education Code*, Section 45261)

30.200.3 **Class Specifications**

For each class of positions, as initially established and subsequently approved by the commission, there shall be established and maintained a class specification, which shall include:

- A. The official class title;
- B. A definition of the class, indicating the type of duties and responsibilities and placement within the organizational scheme;
- C. A statement of typical tasks to be performed by persons holding positions allocated to the class;
- D. A statement of the minimum qualifications for service in the class. The minimum qualifications may include education, experience, knowledge, skills, abilities, and personal and physical traits and characteristics;
- E. A statement of distinguishing characteristics which differentiates the class from other related or similar classes; and
- F. License or other special requirements for employment or services in the class.
- G. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
- H. Minimum qualifications may never require a teaching, administrative or other credential nor may they require work experience which essentially would restrict

applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials. (*Education Code*, Sections 45109 and 45276)

30.200.4 Interpretation of Class Specifications

The class specifications and their various parts are declared to have the following force and effect:

- A. The definition and typical tasks are descriptive and explanatory only and not restrictive. They indicate 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. 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 Personnel Commission.
- B. In determining the class to which any position shall be allocated, the specification for each class is considered as a whole. Consideration is given, not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class included.
- C. Each class specification is construed in its proper relationship to other specifications, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper gradation in the series in which the class is located and proper differentiation within the group of classes.
- D. Qualifications commonly required of the incumbents of all or many offices or positions, such as good physical condition, freedom from disabling defects, citizenship (see Labor Code, Section 1940 et seq. for exceptions), honesty, sobriety, and industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements.
- E. 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 qualification of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing procedure.

30.200.5 Allocation of Positions

All positions substantially similar as to the duties performed and the responsibilities exercised by the incumbents of such positions and as to their qualification requirements shall be allocated to the same class.

30.200.6 Changes in Duties of Positions

Any substantial changes in duties of existing positions shall be promptly reported in writing by the appointing authority to the Director of Classified Personnel, who shall determine whether or not the position should be allocated to new or different classes.

30.200.7 Working Out of Classification/Substitutes

As provided in the California *Education Code*, Section 45260 (Effective January 1, 1982), this section of the Personnel Commission Rules and Regulations may not be applicable to members of the bargaining unit for classified employees. If you are a member of a/the

bargaining unit for classified employees, you should refer to your copy of the collective bargaining agreement with regard to this subject matter.

Classified employees shall not be required to perform duties which are fixed and prescribed for the positions by the Board for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period; except as provided by this rule.

The Classified Personnel Office will provide all new employees with a copy of the appropriate class description at the time of employment into such classification. In addition, the Classified Personnel Office will make certain that all existing employees have received copies of their class descriptions. An employee may be worked beyond the scope of the duties normally assigned to his/her position provided that his/her salary is adjusted as follows:

- A. When a regular unit member works out of classification in a higher class for a period exceeding five (5) days within a fifteen (15) calendar day period, the unit member shall be compensated at the first step in the higher classification which provides the member with at least a five percent (5%) increase above his/her regular rate of pay, but in no case shall placement be above the "E" step of the higher class, exclusive of any differentials which may apply. Step placement below the "E" step may be subject to appeal to the Personnel Commission. The increased rate will be effective from the first day to the last day of the assignment.
- B. When a regular unit member is assigned by the site administrator or immediate supervisor to perform the duties of a position in a higher classification for a period of five (5) days or less, the unit member shall be paid a maximum of five percent (5%), but in no case an amount greater than the "E" step of the higher classification, exclusive of any differentials which may apply, above the unit member's regular base salary plus other salary stipends for which the unit member is eligible, for all hours worked in the higher classification. For purposes of this section, "base salary" shall exclude such items as longevity and professional growth stipends and/or increments.
- C. Whenever an employee is allowed to assume or is required to perform some, but not the majority of the functions and duties of a higher classification (such duties not clearly indicating the appropriateness of the higher salary range), "salary adjustment upward" compensation shall be determined by the Personnel Commission as provided in paragraph "F" below. However, compensation granted under this provision shall be limited to an increase of five (5%) unless otherwise authorized by the Personnel Commission.
- D. Whenever an employee is allowed to assume or is required to perform duties for which no classification has been established, "salary adjustment upward" compensation shall be determined by the Personnel Commission as provided in paragraph "F" below. Compensation granted under this provision shall provide for a minimum increase of five percent (5%) and a maximum of fifteen percent (15%) unless otherwise authorized by the Personnel Commission.
- E. Claims for out-of-class pay under the conditions in C and D above will include a description of the out-of-class duties performed. The completed claim shall be submitted to the Director of Classified Personnel no later than thirty (30) days following completion of the out-of-class assignment(s).
- F. The Director of Classified Personnel shall review all out-of-class claims, secure any back-up information necessary and, except for claims filed under the conditions noted in paragraphs "C" and "D" above, take action to make the necessary

adjustments.

For claims filed under the conditions noted in paragraphs "C" and "D" above, the Director Classified Personnel will submit a report to the Personnel Commission no later than twenty-five (25) days following receipt of such out-of-class claim. The out-of-class claim will then be placed on the agenda for the first regular Commission meeting scheduled thereafter. The Commission shall take such action as is necessary; based upon the facts presented.

In determining the amount of compensation, if any, the Commission may consider any or all of the following factors: type(s) of duties performed; percentages of time spent in performing the duties, compared to a full-time employee in the same or similar classification (s); the relationship which compensation schedules bear to one another, or any other appropriate factor necessary to the determination of like pay for like work.

- G. Nothing in this rule shall be construed as permission to circumvent the provisions and procedures of the "merit system" in regard to classification and reclassification. Furthermore, nothing in this rule shall be construed as permitted an employee to refuse to perform duties assigned by a duly authorized supervisor or administrator.

30.200.8 Review of Positions

The Director of Classified Personnel 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 five years. If the Director finds that a position or positions should be reclassified, he/she shall advise the administration of the findings. If the administration verifies the duties of the position or if the duties are not reversed to fit within the current classification, the Director will report the findings to the Personnel Commission for appropriate action. The Director shall also report the findings in cases where the review indicates that a change in classification is unwarranted. (*Education Code*, Section 45285).

30.200.9 Creation of New Positions

When the Board creates a new position, a list of duties to be performed shall be submitted to the Personnel Director in writing. The Personnel Director shall review the duties and submit recommendations to the commission which:

- A. Classify the position and determine if the position should be allocated to an existing class or a new classification.
- B. Recommend an appropriate salary range placement for any newly created classifications.
- C. Notify the Board of Trustees or its designated representative of the proposed recommendations.

30.200.10 Positions Requiring Multiple Languages

- A. The Board of Trustees may, designate positions within a class which require the holder of the position to speak, read and write a language in addition to English.
- B. The Board must clearly set forth valid reasons for placing language requirements on a position.

- C. An announcement calling for an examination for a class with position(s) containing language requirements will contain appropriate information and will indicate that only successful candidates possessing the language requirements will be given consideration, but only as to those specific positions.
- D. When a vacancy occurs in a position which has approved language requirements, the Board will notify the Commission that the need for language requirements continues to be a part of the position.
- E. If a request from the board to designate a position for language requirements is challenged, the 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. (*Education Code*, Section 45285).

Oxnard School District

Personnel Commission Rules and Regulations

Adopted: October 28, 1968

30.200.1 Adopted: October, 1971; Revised: December 5, 1991

30.200.2 Revised: December 5, 1991

30.200.3 Revised: October, 1972;

30.200.6 Revised: September 1, 1983

30.200.7 Revised: July 16, 1979; February 10, 1981; January 7, 1982, October 6, 1983; December 5, 1991

30.200.8 Revised: October 6, 1980; December 5, 1991

30.200.9 Revised: October 6, 1980; December 5, 1991

30.200.10 Adopted: November, 1972; Revised: March 11, 1999; June 8, 2000

[Back to Index](#)