

1.0 Definitions

- 1.1 District Classification Plan - The official document which allocates all positions to classes shall be known as the District classification plan. The plan designates the titles and specifications for each position class and meets the requirements of the Education Code for classification of non-certificated personnel.
- 1.2 Position Class - A group of positions identified by duties, responsibilities, working conditions and qualification requirements. Common standards of selection, assignment and salary are applied to positions within the same class.
- 1.3 Position Specification - The official description of a class of positions including (1) the title and definition; (2) examples of duties; (3) level descriptions (where appropriate) explaining the distinguishing characteristics of positions in the same series; (4) desirable qualifications such as knowledge, abilities, experience and preferred education which may be required of applicants for employment in the class.
- 1.4 Reclassification - The reallocation of a position to a more appropriate class, whether new or already in existence.

2.0 Criteria for Allocation of Positions

- 2.1 The allocation of positions to the appropriate class shall be determined on the basis of the following criteria:
 - 2.1.1 Similar duties and responsibilities resulting in the same descriptive title;
 - 2.1.2 similar requirements as to education, experience, knowledge and ability;
 - 2.1.3 similar tests for skills and/or physical ability to do the job;
 - 2.1.4 similar level of job worth so that the same method of compensation may be applied with equity.

LRCCD

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