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WEST HILLS COMMUNITY COLLEGE

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CLASSIFICATION REVIEW

The administration of the District classification plan(s) is the responsibility of the Chancellor as delegated to the Director of Human Resources.

All reclassifications shall originate at the Management Level with approval through the Vice Chancellor of Business Services. Reclassifications are a management prerogative; the effects of reclassification may be subject to negotiation. Any District position may be reclassified through department reorganization or when the duties of a position or positions in a unit need to be changed due to a redistribution, addition/ elimination of tasks and/or responsibilities. In either event, advance approval to start the process is required by the Chancellor for any proposed reorganization and/or change in duties. A memorandum outlining the rationale, needs and effect of the proposed reorganization must be submitted to the Chancellor. The results of any classification review may result in identifying needs to add new staff, and/or lower/increase the level of pay.

It is the responsibility of the management, both classified and certificated, to ensure that all staff are working within the duties as outlined in their job descriptions.

As adjustments may be necessary from time to time due to a variety of factors including internal equity, competition and prevailing trends in the economy, departmental budgets and annual evaluations, the classification review procedure (Procedure 414) shall be followed to insure equitable administration of any reclassification. This process would normally exceed ninety (90) days to complete.

Board approved: 7/27/99