

CLASSIFICATION SYSTEMS

A. Goal

District Human Resources and Organizational Development, in accordance with Board Policy 1013, shall work cooperatively with various colleges and District departments in an effort to share resources and to standardize processes in the area of classification systems in order to serve employees and consequently improve student services.

B. Procedures

- 1.1 **Classification Methodology:** District Human Resources will develop a classification methodology that ensures consistency in minimum qualifications, terminology, and classification descriptions.
- 1.2 **Job Analysis:** District Human Resources will implement a professional job analysis program as part of its recruitment efforts, thus ensuring that accurate, essential functions and KSAs (knowledge, skills, abilities) are captured.
- 1.3 **Updating Classification Specifications:** District Human Resources will develop a classification specification update process that will provide for systematic review of classifications on a five year cycle.
- 1.4 **Classification Artificial Barriers:** As part of updating classification specifications and job analysis for recruitments, District Human Resources shall review classification descriptions to eliminate artificial barriers to employment in the specifications.
- 1.5 **Career Ladders:** District Human Resources shall establish career ladders within occupational groups as part of the classification methodology system.
- 1.6 **Bridge Classifications:** District Human Resources shall establish a classification system that creates "bridge" classifications that will allow employees competitive opportunities to transition from lower level classifications to paraprofessional, professional and managerial positions. This will be done as part of the five year cycle of classification reviews.

C. Approvals

Approval Date: August 13, 2002

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Historical Annotation:
Adopted 8/13/02

Office of Responsibility:
Human Resources and Organizational Development