

**ESTABLISHMENT OF A NEW CLASSIFICATION**

1. A new classification is established by submitting a request to the District Human Resources Office. The request shall include a proposed new job specification.
2. The Chief Human Resources Officer shall determine which proposed new classifications will be sent forward for evaluation. After the completion of the study, the Chief Human Resources Officer will act upon the recommendations of the staff or consultant, if applicable.
3. If the new classification involves or may involve a collective bargaining unit, a copy of the proposed specification and the consultant's salary recommendation should be forwarded to the unit for review and acceptance.

This procedure does not apply to review of an occupied position.