

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

September 8, 2008

560 CLASSIFICATION OF NEW POSITIONS

- A. When a new position is established, the employing division shall request its classification in accordance with this Rule. An organization chart and a position description (Form 80.4) or other approved statement of duties shall be required for all new positions except when the employing division certifies that the authorized duties and responsibilities clearly fall within a specified class in one of the following categories:
1. Entry-level classes designated by the Personnel Director.
 2. Classes consistent with standard school organization and staffing.
 3. Classes determined by labor formulas.
 4. Craft classes at or below journey levels.
 5. Classes determined by the type and size of equipment operated.
- B. The Personnel Director shall designate staff members to review and act upon requests to classify new positions. Additional information, including position descriptions, may be required at the staff's discretion.
- C. If a new class is necessary, the Director shall present a recommendation for approval by the Commission. If the position is to be allocated to an existing class, the Personnel Commission staff's classification decision shall be effective, subject to appeal to the Commission.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: June 23, 1986. Add: September 8, 2008.

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