

CLASSIFIED PERSONNEL

Duties

The duties and responsibilities of the members of the classified employees shall be as fixed and prescribed in the job descriptions prepared by the Superintendent or designee, except for the position of Classified Personnel Director, whose job description shall also be approved by the Personnel Commission.

It shall be the practice of the Office of Education to routinely review and revise job descriptions, as necessary, to maintain accuracy.

Job descriptions will be maintained on file in the personnel office.

Legal reference

EDUCATION CODE

45109 Fixing of duties

45110 Inconsistent duties

45266 Duties of personnel director