Class Description Revision Process

At the heart of every sound personnel management program is a position classification plan. It groups individual positions into classes of positions for the purpose of defining the boundaries of the respective classes not only in terms of general character or kind of work but also in terms of difficulty and responsibility of work and the qualifications needed to perform the job. The job description becomes the basis for recruiting and testing potential employees, developing and maintaining pay administration plans, administrating a performance evaluation system, and making decisions on a wide variety of employment transactions.

The nature of jobs is not static and can change with time, sometimes rapidly and sometimes slowly. In large jurisdictions, formal changes affecting positions are relatively common. The jurisdiction may decide to engage in new functions; existing activities may be terminated, diminished, or modified; new technologies may be introduced; reorganizations, revisions of methods and processes, alterations in flow of work, or redistribution of authority may take place. As a result, new positions are created and existing ones are abolished, merged, subdivided, or materially altered. Positions are also informally changed by the capabilities or incapability of employees who perform the work.

Within the District, the assignment of duties and responsibilities to positions is the responsibility of District administration. The role of the Personnel Commission is to classify the duties, organize the classes into a position classification plan, and write the job descriptions in consultation with District administration.

The revision of job descriptions is a routine process and may be initiated at any time. The steps in the process are as follows. The time frame for completing the process may take up to 7 weeks depending on the level of interest and input. A flowchart of this process is available on the Personnel Commission website.

- Personnel Commission staff review and analysis of the job description; amendment of description.
- Distribution of the proposed changes to District Administration for comment.
- Personnel Commission staff review of comments and suggestions; additional revisions may be made.
- Distribution of the proposed revised job description to union representatives in preparation for consultation.
- Distribution of the proposed revised job description to regular employees in the job classification for comment.
- Union consultation.
- Final review and amendments by Personnel Commission staff.
- Final distribution to District administration, union representative, and employees.
- Presentation of the revised job description to the Personnel Commission for approval.

In revising a class description, the Personnel Commission is focused on:

- Changes in duties
- Changes in technology related to performing assigned duties
- Change in terminology
- Changes in lines of supervision exercised and received
- Issues of consistency with related job classifications/descriptions
- Qualifications for new employees
- Clarity
Commonly Asked Questions

When I receive a proposed revision to my class description may I comment on the changes?

Yes, your comments are welcomed and should be sent to the analyst who provided you with the proposed revisions. The analyst will provide you with a timeline for your input. Input received after the deadline, will be considered for a future revision.

My class description does not include all of the duties I perform. Why?

A job description is a representative sample of duties performed, not all duties of all incumbents will be listed. Also, not all incumbents in a job classification will perform all duties identified in the job description; they must however perform most of the typical duties identified in the job classification.

Occasionally, as a result of revising a job description, the need for a classification study of a position within the class becomes apparent. In such cases, the Personnel Commission will request that the employee and/or supervisor prepare a Classified Staffing Request so that a reclassification study can be initiated.

I am being asked to perform different or additional duties. Will my pay be impacted?

In the vast majority of cases, routine revisions to a class description will not result in a salary study.

I am being asked to perform different or additional duties that I have never performed before. Can this be used to negatively impact my performance evaluation?

The class description is an important tool when making evaluations of performance. However, the nature of revisions to a job description are rarely of the magnitude that a competently performing employee cannot make the adjustment if requested to do so. If an employee has such concerns, he/she should immediately speak with his/her supervisor to discuss training opportunities.

Questions

If you have questions at any time during the process, feel free to contact the Personnel Commission Office at (213) 891-2333.