

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION
CLASSIFIED PERSONNEL DEPARTMENT DUTIES/RESPONSIBILITIES
PERSONNEL COMMISSION AND BOARD OF TRUSTEES

FUNCTIONS	CODE	COMMISSION	BOARD
<u>PERSONNEL ADMINISTRATION</u>			
Adopt rules/regulations of the Classified Service	45260, 88080	X	
Distribute Classified Rules and Regulations	45262, 88082	X	
Process new employees after selection off eligibility lists by the District			X
Maintain classified personnel files.	45261, 88081		X
Maintain other classified records.			X
Access to <u>all</u> classified employee records by the Personnel Commission	45311, 88130	X	
Process transfer requests. (Dual function. Initial requests go through the Personnel Commission Office to insure compliance with Commission Rules and Regulations. Approval of request made by District pursuant to adopted Commission rules and/or the union contract.)	45261, 88081	X	X
Layoff/Rehire classified employees. (Dual function. Board makes decision to layoff, actual administrative steps of sending out notices, checking seniority bumping rights, etc., are Commission functions. Same with rehire off of reemployment list. Board decides if a vacant position will be filled. Commission sends notification to employees on rehire list, checks to insure proper laid off employee is being recalled, etc. Further, decision to layoff is subject to Commission's rules and regulations to challenge if employees and unions allege violation of Commission's rules.)	45261, 88081 45114, 88014 45298, 88015 45308, 88117	X	X
Process resignations	45261, 88081	X	
Accept resignations	45201, 88201		X
Accept resignations of Commission employees.	45261, 88081 45264, 88084 45266, 88086	X	
Process/respond to employment verifications			X
Secure data processing input/reports	45261, 88081 45311, 88130	X	X
Employee orientation (Dual function. Both Commission/District have roles in this area. For Commission, orientation on merit system, rules and regulations, disciplinary actions process, etc.)	45260, 88080	X	X
Process employee leave of absence requests (Dual function. Those leaves that are permissive and that allow the Board to decide approval/disapproval should be processed through the Personnel Commission Office, but decision made by Board. Mandatory leaves also processed through Personnel Commission Office to insure employee/district compliance with rules, with decisions made by the Board, subject to rules of the Commission and any union contracts.)	45261, 88081	X	X

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FUNCTIONS	CODE	COMMISSION	BOARD
Plan and implement classified in-service program. (Dual function. Those aspects of classified personnel program that are Commission functions should be in-serviced by Commission, all other in-servicing is Board function. However, Ed. Code states that the Commission shall have the responsibility to "insure the efficiency of the Classified Service." An in-service program to enhance and promote the skills and knowledge of members of the Classified Service is certainly within both the spirit and the letter of the law.)	45260, 88030	X	X
Process medical returns to work. (Dual function. Commission processes medical returns to work to insure compliance with rules. Board determines if medical note is accepted within guidelines adopted by the Commission. The ultimate decision on whether an employee is qualified to perform the duties of a classification is the Commission's.)	45261, 88081	X	X
Maintain seniority data and develop seniority lists.	45261, 88081	X	
Approve personnel reports for Board (Board acting as employer is hiring, etc.)			X
Approve personnel reports for Commission (Commission is approving the personnel actions in the context of compliance with the Commission's rules and regulations, and the law.)	45261, 88081 45286, 88105 45287, 88106 45288, 88107 45289, 88108 45290, 88109 45310, etc. 88129, etc.	X	
<u>RECRUITMENT AND SELECTION</u>			
Conduct recruitments	45261, 88081	X	
Conduct screening process for applicants	45261, 88081	X	
Develop examinations	45261, 88081 45273, 88092	X	
Conduct examination process	45261, 88081 45273, 88092 45274, 88093	X	
Conduct certification of eligibles	45201, 88201 45266, 88086 45272, etc. 88091, etc.	X	
Establish and certify eligibility lists.	45261, 88081 45272, 88091	X	
Notify candidates of results of examinations and set up selection interviews.	45261, 88081	X	
Select employees for employment or promotion from eligible candidates certified to the District	45272, 88091		X
Select Commission employees for employment or promotion from eligible candidates.	45264, 88084 45266, 88086	X	

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FUNCTIONS	CODE	COMMISSION	BOARD
Maintain examination materials and records	45274, 88093	X	
Determine the type of examination to be administered in the selection of employees.	45273, 88092	X	
Implement procedures for recruitment and selection	45261, 88081	X	
Approve hiring, promotion or transfer of employees. (Dual function. Board hires, promotes, and transfers based upon lists developed by the Commission. The Commission approves hiring, promotion, and transfers by certifying that said actions of the Board adhere to and comply with Commission rules, regulations and the law.)	45241, 88061 45261, 88081 45310, 88129	X	X
Pre-Placement Physical Exams (This is a Commission function. It is closely aligned with the Commission's examination and setting minimum qualifications functions.)	45256, 88076 45261, 88081 45273, 88092 45276, 88095		X
<u>CLASSIFICATION</u>			
Conduct job audits.	45266, 88076 45276, 88095	X	
Classification of new positions.	45256, 88076 45276, 88095	X	
Reclassification of existing positions	45285, 88104	X	
Develop and maintain classification descriptions (Dual function. Class description includes specific duties determined by the Board, and qualifications (SKA's), experience, education requirements that are Commission functions.)	45256, 88076 45276, 88095	X	X
Fix duties of positions (except Commission positions).	45109, 88009 45261, 88081 45264, 88084 45266, 88086 45276, 88095		X
Assign job title to position.	45256, 88076 45261, 88081 45276, 88095	X	
Set qualifications of position, including experience, education, etc.	45256, 88076 45261, 88081 45276, 88095	X	
Establish a classification plan and classify all positions within the jurisdiction of the Board and the Commission.	45256, 88076 45261, 88081	X	
Classify individual positions.	45256, 88076	X	
Define and establish occupational hierarchies.	45256, 88076	X	
Place classifications into occupational hierarchies.	45256, 88076	X	
Establish and maintain internal alignments within occupational hierarchies.	45256, 88076 45268, 88078	X	
Establish and maintain internal alignments between occupational hierarchies.	45256, 88076 45268, 88087	X	
Classification of new positions	45256, 88076 45268, 88087	X	
Classification of apprentice positions	45263, 88083	X	

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FUNCTIONS	CODE	COMMISSION	BOARD
Reclassifications (Including salary range adjustments that disturb the relative vertical relationships within occupational hierarchies and/or disturbs the horizontal relationships between classifications in different occupational hierarchies.)	45256, 88076 45268, 88087 45286, 88104 45285.5, 88104.5	X	
Determination of effects of reclassification on classified employees (i.e., - anniversary date, probationary status, seniority, etc.)	45261, 88081 45285, 88104 45285.5, 88104.5	X	
Determination that employee is working out of class	45100, 88010	X	
Determination of the length of time necessary to work out of class (Example: 5 days in 15 calendar day period, or first day working out of class, etc.) (Dual function. Education Code clearly states that in a merit system the length of time is jointly decided by the Personnel Commission and the Board of Trustees.)	45110, 88010	X	X
Establish new positions (except Commission ones).	45109, 88009		X
Establish new Commission staff positions	45109, 88009 45264, 88084	X	
Fix duties of new positions (except Commission ones). Fix duties of new positions on Commission staff.	45276, 88095 45264, 88084 45266, 88086		X
Classify positions on the basis of assigned duties and qualifications	45276, 88095	X	
Establish classification plan and internal alignment within occupational hierarchies and between occupational hierarchies.	45268, 88087	X	
<u>WAGE AND SALARY</u>			
Conduct salary surveys	45268, 88087	X	
Recommend salary schedules for the classified service (Not to be confused with range placement of classifications.)	45268, 88087	X	
Adopt salary schedules	45268, 88087		X
Prepare salary schedules (Dual function. Commission recommends, Board adopts, but Board cannot modify internal relationships which compensation schedules of classifications bear to one another as determined by the Commission.)	45268, 88087 88160, 88162	X	X
Process annual merit step raises to insure step raise eligibility under Commission rules	45261, 88061	X	
<u>EMPLOYEE RELATIONS</u>			
Interpret rules and regulations	45260, 88080	X	
Final arbitrator of the meaning of Commission rules and regulations is the Personnel Commission	45260, 88080	X	
Interpret Education Code provisions applicable to classified employees (Dual function. Commission interprets those code provisions that fall within its functions, and Board interprets those sections that fall within its functions.)	45260, 88060 45261, 88081	X	X

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FUNCTIONS	CODE	COMMISSION	BOARD
Process contract grievances	G.C. 3540-3549.3		X
Process rules and regulations grievances/complaints	45261, 88081 45311, 88130	X	
Analyze collective bargaining proposals. (Dual function. Commission needs to insure that mandatory and immutable standards of rules and pertinent provisions of the Ed. Code are not violated or diminished by contract provisions.)	G.C. 3540-3549.3 E.C. 45261	X	X
Conduct negotiations on collective bargaining contract.	G.C. 3540 – 3549.3		X
Handle PERB representational unit determinations.	G.C. 3540 – 3549.3		X
Handle PERB unfair practice charges. (Dual function. If unfair practice charge would infringe upon Commission authority, Commission has the right and a duty to intervene as a party to the case to protect its standing and legal rights.)	G.C. 3540 – 3549.3	X	X
Coordinate District safety committee.			X
<u>EMPLOYEE BENEFITS</u>			
Coordinate workers' compensation program.			X
Coordinate unemployment insurance compensation			X
Coordinate health and welfare program			X
Coordinate PERS program (Public Employees Retirement System)			X
Granting of additional holidays above those mandated by law.	37222, 79020 45203, 88203		X
Granting of additional sick leave above that mandated by law.	45191, 88191		X
Granting of additional vacation above that mandated by law.	45197, 88195		X
Granting of other additional leave benefits above that mandated by law.			X
<u>RETAINING EMPLOYEES BASED ON PERFORMANCE</u>			
Establish standards of performance (except Commission staff).	45109, 88009		X
Establish standards of performance for Commission staff.	45264, 88064 45266, 88086	X	
Establish and develop employee evaluation system.	45261, 88081	X	
Coordinate employee evaluation system.	45261, 88081	X	
Perform employee evaluations (except Commission staff).			X
Perform employee evaluations on Commission staff.	45264, 88084 45266, 88086	X	
Designate causes for disciplinary action.	45261, 88081 45303, 88122	X	

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FUNCTIONS	CODE	COMMISSION	BOARD
Establish procedures for the disciplining of classified employees.	45261, 88081 45302, 88121	X	
Process employee disciplinary actions. (Dual function. Employer initiates, Personnel Director notifies employee, Commission conducts appeal hearing, etc.)	45261, 88081 45302, 88121 45303, 88122	X	X
Consult and advise on procedures for disciplinary action.	45261, 88081 45302, 88121	X	
Initiate action to suspend, demote or terminate employee.			X
Initiate action to suspend, demote, or terminate Commission employee.	45264, 88084 45266, 88086		X
Determine if probationary employee will become permanent.			X
Determine if Commission probationary employee will become permanent.	45264, 88084 45266, 88086	X	
<u>HEARINGS AND INVESTIGATIONS</u>			
Establish procedures for hearing on subjects within the authority of the Personnel Commission.	45261, 88130 45311, 88081	X	
Inspect records of District, subpoena witnesses, administer oaths and conduct hearings.	45311, 88130	X	
<u>INTERNAL MANAGEMENT OF COMMISSION</u>			
Provide the Commission with suitable office accommodations.	45252, 88072		X
Prepare an annual Personnel Commission budget.	45253, 88073	X	
Expend funds for orientation, training and retraining of Commission staff.	45255, 88075	X	
Prepare and print copies of Personnel Commission Rules and Regulations, and Merit System portions of the Education Code and distribute to school libraries, other libraries, and employees.	45262, 88082	X	
Appoint a Personnel Director and other Commission staff from an established eligibility list.	45264, 88084	X	
Administer the Classified Personnel System in accordance with the Education Code and Rules and Regulations of the Commission.	45266, 88086	X	
Prepare an annual report of the Personnel Commission to the Board of Trustees.	45266, 88084	X	
Provide legal counsel to the Commission. (Dual function. Board provides funds to pay for Commission's legal counsel, which could also be Board's counsel, unless conflict of interest is determined by the Board's general counsel. Independent counsel appointed by the Commission is charged to District's General Fund.)	45313, 88132	X	X