

PERSONNEL – CLASSIFIED PERSONNEL**SUBJECT: Roles and Responsibilities**

The primary role of classified personnel is to support and enhance the efforts of certificated personnel to achieve the purposes and goals of the County Office of Education. All personnel policies and regulations pertaining to classified personnel must be written in harmony with the primary role.

The County Superintendent possesses the authority to employ persons in positions not requiring certification.

The County Office of Education shall fill each of its classified positions with qualified persons, consistent with position requirements.

(cf. 0200 - Goals for the School District)

(cf. 4211 - Recruitment and Selection)

Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

(cf. 4215 - Evaluation/Supervision)

Classification of Employees

The County Office of Education shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

(cf. 4211 - Recruitment and Selection)

(cf. 4212 - Appointment and Conditions of Employment)

Before employing a short-term classified employee, the County Office of Education shall specify the service required to be performed by the employee and shall certify the ending date of the service. The County Office of Education may shorten or extend the ending date, but the date shall not be extended beyond 75 percent of the school year, as defined. (Education Code 45103)

Each position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year. A job description shall be established for each position.

Assignment

Classified employees shall be assigned by their immediate supervisors with the approval of the County Superintendent or designee. They shall be required to perform those duties prescribed by the County Office of Education for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

Legal Reference:

EDUCATION CODE

- 45100-45139 Employment of classified staff
- 45160-45169 Salaries and differential compensation
- 45190-45210 Resignation and leaves of absence
- 45220-45320 Merit system
- 49406 Examination for tuberculosis
- 51760-51769.5 Work experience education

Management Resources:

WEB SITES

California School Employees Association: <http://www.csea.com>