POLICY: The Superintendent/President, with the approval of the Governing Board, fixes and prescribes the duties to be performed by all persons in the classified service. A job description is prepared for each position. Each position is evaluated in terms of duties, responsibilities, educational requirements, and experience. The position is then placed in a class with comparable positions as provided for in the collective bargaining agreements.

REFERENCES/AUTHORITY: California Education Code, Section 88009

JW/cw
BP 4720

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