

Glendale Community College District

7238

Board Policy

DUTIES OF CLASSIFIED PERSONNEL

- A. All District employees are subject to Board Policies, Administrative Regulations, applicable laws, and negotiated agreements.
- B. The Superintendent/ President or his/her designee has the responsibility for the development and revision of employee job descriptions. He/she shall consult with the employees in their preparation or revision.
- C. Employees shall perform the duties and fulfill the responsibilities of the job description.
- D. Job classification descriptions shall include the following:
 - 1. Job title.
 - 2. Duties to be performed.
 - 3. Type and extent of knowledge and skill required.
 - 4. Degree of responsibility assumed.
 - 5. Other relevant factors
- E. The Board of Trustees shall approve all job classifications.
- F. The preparation of individual position descriptions shall be a self-renewing process in which each employee working under a specific job title shall work cooperatively with the supervisor and the Office of Human Resources to keep the position descriptions current.

Reference:

- Education Codes 88009, 88010

Administrative Regulation:

None

Adopted: 4/15/91

Reviewed: 1/13/17; 8/28/20

Renumbered from Board Policy 4219: 2/2/15