

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

**Page:** 1 of 1

**Reference:** EC 45276-77, 45285;  
PC 30.300

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.301 THE CLASSIFIED SERVICE**

---

**SECTION 4.301.2 Classification of Positions**

**Regulations**

1. The Board of Education is responsible for fixing and prescribing the tasks to be performed by employees of the classified service.
2. The Personnel Commission is responsible for the maintenance of a classification plan for all positions in the classified service.
3. For each class of positions there shall be established and maintained a class specification, which shall include:
  - a. The official class title.
  - b. A definition of the class, indicating the type of duties and responsibilities and placement within the organizational scheme.
  - c. A statement of typical tasks to be performed by persons holding positions allocated to the class.
  - d. A statement of the minimum qualifications for service in the class. The minimum qualifications may include education, experience, knowledge, skills, abilities, and personal and physical traits and characteristics.
  - e. A statement of distinguishing characteristics, as appropriate, which differentiates the class from other related or similar classes, where applicable.
  - f. Licenses or other special requirements for employment or service in the class.
  - g. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
4. Prior to filling a newly established classified position, the duties officially assigned to the position shall be reviewed by the Personnel Commission for a determination of the proper classification.