

Administrative Regulation

Classified Service, Position Classification Specifications of

A. Establishment of Class Specifications

For each classification, the Commission shall establish and maintain a class specification, which shall include:

1. The official class title
2. A job summary, indicating the type of duties and responsibilities performed and the placement within the organizational scheme
3. Examples of duties to be performed by persons holding positions allocated to the class
4. A statement of employment standards which includes the minimum qualifications for service in the class, which may include education, experience, knowledge, skills, abilities, characteristics, personal and physical requirements
5. License or other special requirements for employment or service in the class
6. Additional desirable qualifications

B. Interpretation of Class Specifications

The class specifications and their various parts are declared to have the following force and effect:

1. The class titles used in the classification plan are to be used as payroll titles and in connection with any personnel record or transaction.
2. A job summary and examples of duties are descriptive and explanatory only and not restrictive. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind or quality.
2. Each class specification is construed in its proper relationship to other specifications in such manner as to maintain a proper graduation in the series in which the class is located.

The employment standards, when considered with other parts of the specification, are to be used as a guide in the announcement and preparation of examination materials and in the evaluation of the qualification of candidates seeking appointment to positions allocated to the class but do not require a particular form or content of test or testing procedure.

4. The following personal qualification requirements apply to all classes even though not specifically mentioned in the specification: integrity, industry, sobriety, initiative, resourcefulness, dependability, good judgment, good moral character, and loyalty.

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Ref: EC Sections 45169, 45276

Approved: February 3, 1977

Revised: August 27, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000

Revised: May 4, 2011