

APPENDIX A

CLASSIFICATION PLAN: EXEMPT OCCUPATIONAL GROUPS

OCCUPATIONAL GROUP (CLASS FAMILY)	RANGE	EXAMINATION
Senior Management		
Assistant Superintendent, Business Services	Flat	Unranked
Executive Director, Center for Educational Planning (CEP)	Flat	Unranked
Executive Director, Communications Services	Flat	Unranked
Management		
Administrator, Recruitment	6.0	Dual Certification
Assistant Controller	6.0	Open/Promotional
Assistant Director, Center for Educational Planning (CEP)	4.0	Dual Certification
Chief Information Officer, Regional Technology Center (RTC)	A	Dual Certification
Chief Systems Architect, Regional Technology Center (RTC)	2.0	Dual Certification
Controller	3.0	Open/Promotional
Director, Classified Personnel Services	2.0	Dual Certification
Director, District Business Services	1.0	Dual Certification
Director, General Services	2.0	Dual Certification
Director, Information Technology	1.0	Dual Certification
Director, Integrated Technology Services	1.0	Dual Certification
Director, Internal Business Services	1.0	Open/Promotional
Manager, Adaptive Technology and Network Systems	4.0	Dual Certification
Manager, Applications Support and Programming	2.0	Dual Certification
Manager, Career and Work Development Programs	8.0	Dual Certification
Manager, District Business Advisory Services	5.0	Dual Certification
Manager, Employee Benefits and Work Place Compliance	7.0	Dual Certification
Manager, Evaluation and Research	5.0	Dual Certification
Manager, Facilities	4.0	Dual Certification
Manager, Financial Services	5.0	Dual Certification
Manager, Head Start Planning and Support – Restricted	5.0	Dual Certification
Manager, Head Start Support Services - Restricted	8.0	Dual Certification
Manager, Human Resources Operations	7.0	Dual Certification
Manager, Network and Technical Support Systems	2.0	Dual Certification
Manager, Payroll Services	7.0	Dual Certification
Manager, Purchasing Services	4.0	Dual Certification
Manager, Risk and Contracts	4.0	Dual Certification
Manager, Staff Development	5.0	Dual Certification
Manager, Television and Media Productions	8.0	Dual Certification
Manager, Unemployment Insurance	7.0	Dual Certification
Senior Network Engineer	3.0	Dual Certification
Senior Systems Administrator	3.0	Dual Certification
Supervisory		
Administrator, Child Care Services	9.0	Dual Certification
Administrator, SELPA Financial Services	6.0	Dual Certification
Administrator, Special Projects	6.0	Dual Certification
Advisor, Attendance Accounting Services	11.0	Dual Certification
Advisor, Business Services	7.0	Dual Certification
Applications Support Coordinator	7.0	Dual Certification
Employee Return-to-Work Coordinator	10.0	Dual Certification

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Health Services Coordinator – Restricted	9.0	Dual Certification
Personnel Analyst, Classified Personnel Services	10.0	Dual Certification
Supervisor, Business-Operations Support, Environmental Education	11.0	Dual Certification
Supervisor, Clerical/Support Services	12.0	Dual Certification
Supervisor, Clerical/Support Services - Restricted	12.0	Dual Certification
Supervisor, Communication Services	9.0	Dual Certification
Supervisor, Computer Operations	10.0	Dual Certification
Supervisor, Construction and Special Projects	9.0	Dual Certification
Supervisor, Credential Services	9.0	Dual Certification
Supervisor, District Accounting-Fiscal Services	8.0	Dual Certification
Supervisor, District Payroll/Retirement Audit	9.0	Dual Certification
Supervisor, Family Services	11.0	Dual Certification
Supervisor, Family Support Services	10.0	Dual Certification
Supervisor, Family Support Services - Restricted	10.0	Dual Certification
Supervisor, Food Services - Restricted	11.0	Dual Certification
Supervisor, Maintenance and Operations	10.0	Dual Certification
Supervisor, Print Shop Services	11.0	Dual Certification
Supervisor, ROP Support Services	9.0	Dual Certification
Supervisor, School Districts' Dental Plan	9.0	Dual Certification
Supervisor, Senior Web Programmer	5.0	Dual Certification
Supervisor, Support Services/Operations - Restricted	11.0	Dual Certification
Supervisor, Transportation Services	12.0	Dual Certification
Supervisor, Warehousing Services	13.0	Dual Certification
Executive Secretarial (Confidential)		
Administrative Assistant, Classified Personnel Services	13.0	Dual Certification
Administrative Assistant, Communication Services	13.0	Dual Certification
Administrative Assistant, Human Resources	13.0	Dual Certification
Assistant to County Superintendent of Schools	9.0	Unranked
Executive Assistant, County Superintendent's Office	10.0	Unranked
Executive Assistant to Assistant Superintendent	11.0	Unranked
Executive Assistant to the County Superintendent of Schools	10.0	Unranked

APPENDIX B

CLASSIFICATION PLAN: NON-EXEMPT OCCUPATIONAL GROUPS

OCCUPATIONAL GROUP (CLASS FAMILY)	UNIT	RANGE	EXAMINATION
Building and Facility Maintenance			
Custodian	OSS	36.5	Open
Custodian – Restricted	OSS	36.5	Open
HVAC Mechanic	OSS	49.0	Dual Certification
Maintenance Custodian	OSS	38.5	Open/Promotional
Maintenance Custodian – Restricted	OSS	38.5	Open/Promotion
Maintenance Mechanic	OSS	45.0	Dual Certification
Maintenance Worker I (ACS I)	OSS	40.0	Open/Promotional
Maintenance Worker I – Restricted (ACS I)	OSS	40.0	Open/Promotional
Maintenance Worker II (ACS II)	OSS	42.0	Open/Promotional
Maintenance Worker II – Restricted (ACS II)	OSS	42.0	Open/Promotional
Education Program Support			
Child Development Specialist	OTBS	47.5	Dual Certification
Child Development Specialist – Restricted	OTBS	47.5	Dual Certification
Education Outreach Specialist, AVID	OTBS	47.5	Dual Certification
Education Program Analyst, SELPA	OTBS	54.0	Dual Certification
Education Program Coordinator, Vocational Services	OTBS	46.0	Dual Certification
Education Services Specialist	AIDES	42.0	Open/Promotional
Eligibility Enrollment Specialist I (ACS I)	OTBS	38.5	Open/Promotional
Eligibility Enrollment Specialist I – Restricted (ACS I)	OTBS	38.5	Open/Promotional
Eligibility Enrollment Specialist II (ACS II)	OTBS	42.5	Open/Promotional
Eligibility Enrollment Specialist II – Restricted (ACS II)	OTBS	42.5	Open/Promotional
Environmental Education Liaison/Recruiter	OTBS	44.5	Dual Certification
Family Support Specialist I (ACS I)	OTBS	37.0	Open
Family Support Specialist I – Restricted (ACS I)	OTBS	37.0	Open
Family Support Specialist II (ACS II)	OTBS	40.0	Open
Family Support Specialist II – Restricted (ACS II)	OTBS	40.0	Open
Family Support Specialist, Senior	OTBS	45.0	Dual Certification
Family Support Specialist, Senior – Restricted	OTBS	45.0	Dual Certification
GED Testing Examiner	OTBS	44.5	Dual Certification
GED Testing Proctor	OTBS	37.0	Open
Homeless Education Liaison	OTBS	42.0	Open/Promotional
Job Development Specialist	OTBS	44.5	Dual Certification
Job Training Specialist	AIDES	41.5	Open/Promotional
Migrant Education Program/Community Liaison	OTBS	41.0	Open/Promotional
Migrant Education Tutor/Advisor	AIDES	45.0	Dual Certification
Parent Education Specialist	OTBS	47.5	Dual Certification
Supportive Services Clerk	OTBS	36.5	Open/Promotional
Transition Staff Assistant, Alternative Schools	OTBS	46.0	Dual Certification
Fiscal Services and Related			
Accountant I (ACS I)	OTBS	47.5	Dual Certification
Accountant I – Restricted (ACS I)	OTBS	47.5	Dual Certification
Accountant II (ACS II)	OTBS	49.5	Dual Certification
Accountant II – Restricted (ACS II)	OTBS	49.5	Dual Certification
Accountant, Senior	OTBS	52.5	Dual Certification
Accounting Specialist	OTBS	46.0	Dual Certification

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OCCUPATIONAL GROUP (CLASS FAMILY)	UNIT	RANGE	EXAMINATION
Accounting Technician (ACS I)	OTBS	42.5	Open/Promotional
Accounting Technician – Restricted (ACS I)	OTBS	42.5	Open/Promotional
Accounting Technician, Senior (ACS II)	OTBS	44.0	Open/Promotional
Accounting Technician, Senior – Restricted (ACS II)	OTBS	44.0	Open/Promotional
Dental Insurance Claims Assistant (ACS I)	OTBS	39.5	Open/Promotional
Dental Insurance Claims Examiner (ACS II)	OTBS	41.0	Open/Promotional
Fiscal Technician	OTBS	41.0	Open/Promotional
Payroll Audit Specialist	OTBS	43.0	Dual Certification
Payroll Services Specialist	OTBS	43.0	Dual Certification
Payroll/Retirement Deduction Specialist I (ACS I)	OTBS	43.5	Dual Certification
Payroll/Retirement Deduction Specialist II (ACS II)	OTBS	45.0	Dual Certification
Food Service and Nutrition			
Cook	OSS	36.0	Open/Promotional
Cook, Lead	OSS	40.0	Open/Promotional
Cook, Lead – Child Development Center	OSS	40.0	Open/Promotional
Cook, Lead – Restricted	OSS	40.0	Open/Promotional
Nutrition/Food Services Specialist - Restricted	OTBS	46.0	Dual Certification
Food Service Worker	OSS	29.0	Open
Food Service Worker – Restricted	OSS	29.0	Open
Food Service Worker/Delivery	OSS	33.0	Open
Food Service Worker/Delivery – Restricted	OSS	33.0	Open
General Administration			
Conference Center Coordinator	OTBS	41.0	Open/Promotional
Communications/Public Relations Specialist	OTBS	46.0	Dual Certification
Graphic Design Specialist	OTBS	44.0	Dual Certification
Graphic Designer	OTBS	46.0	Dual Certification
Language Translator (English/Other Foreign Language) – Restricted	OTBS	42.0	Dual Certification
Language Translator (English/Spanish) – Restricted	OTBS	42.0	Dual Certification
Language Translator (English/Vietnamese) – Restricted	OTBS	42.0	Dual Certification
Postal Services Assistant	OTBS	38.0	Open/Promotional
Print Services Technician	OTBS	39.5	Open/Promotional
Print Services Technician, Senior	OTBS	42.0	Dual Certification
Print Support Technician I (ACS I)	OTBS	36.0	Open
Print Support Technician II (ACS II)	OTBS	37.5	Open
Research Analyst, Assistant (ACS I)	OTBS	44.0	Dual Certification
Research Analyst, Assistant – Restricted (ACS I)	OTBS	44.0	Dual Certification
Research Analyst, Associate (ACS II)	OTBS	47.0	Dual Certification
Research Analyst, Associate – Restricted (ACS II)	OTBS	47.0	Dual Certification
Research Analyst, Instructional Services Branch	OTBS	50.0	Dual Certification
Research Analyst, Senior	OTBS	54.0	Dual Certification
Risk Management Specialist	OTBS	44.0	Dual Certification
Telecommunications Analyst	OTBS	53.5	Dual Certification
Health Services			
Occupational Therapist	OTBS	56.0	Dual Certification
Physical Therapist	OTBS	56.0	Dual Certification

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OCCUPATIONAL GROUP (CLASS FAMILY)	UNIT	RANGE	EXAMINATION
Human Resources-Personnel Commission			
Classified Personnel Recruitment Specialist	OTBS	42.5	Dual Certification
Credential Services Specialist	OTBS	42.5	Dual Certification
Employee Benefits Specialist	OTBS	43.0	Dual Certification
Human Resources Specialist	OTBS	43.0	Dual Certification
Personnel Support Specialist, Classified Personnel	OTBS	40.0	Open/Promotional
Staff Development Specialist	OTBS	48.0	Dual Certification
Substitute Staffing Specialist	OTBS	41.0	Open/Promotional
Information Technology			
Applications Support Analyst	OTBS	48.0	Dual Certification
Applications Support Specialist (ACS II)	OTBS	45.0	Open/Promotional
Applications Support Technician (ACS I)	OTBS	42.5	Open/Promotional
Computer Operations/Systems Specialist (ACS II)	OTBS	47.0	Dual Certification
Computer Operations/Systems Technician (ACS I)	OTBS	44.5	Dual Certification
Network Analyst (ACS II)	OTBS	53.0	Dual Certification
Network Enterprise Engineer	OTBS	56.0	Dual Certification
Network Technician (ACS I)	OTBS	51.0	Dual Certification
Systems Engineer	OTBS	58.0	Dual Certification
Technology Support Specialist	OTBS	46.0	Open/Promotional
Technology Support Specialist – Restricted	OTBS	46.0	Open/Promotional
Technology Trainer	OTBS	54.0	Dual Certification
Web Developer/Programmer	OTBS	54.0	Dual Certification
Web Master	OTBS	50.0	Dual Certification
Web Master, Lead	OTBS	56.5	Dual Certification
Instructional Aide and Related			
Environmental Education Naturalist	AIDES	46.0	Dual Certification
Environmental Education Specialist	AIDES	40.0	Open/Promotional
Evening Program Specialist, Environmental Education	AIDES	42.0	Open/Promotional
Instructional Aide	AIDES	37.0	Open
Instructional Materials Technician	AIDES	38.5	Open/Promotional
Interpreter/Tutor, Deaf/Hard of Hearing Program	AIDES	42.5	Dual Certification
Modified/Migrant Education Instructional Aide	AIDES	37.0	Open
Outdoor Recreation Leader	AIDES	38.0	Open
Special Education Aide	AIDES	37.0	Open
Student Assessment Technician	AIDES	39.0	Open/Promotional
Teacher Assistant I	AIDES	33.0	Open
Teacher Assistant I – Restricted	AIDES	33.0	Open
Teacher Assistant II	AIDES	34.5	Open/Promotional
Teacher Assistant II – Restricted	AIDES	34.5	Open/Promotional
Library-Media and Related			
Library Resources Specialist I (ACS I)	OTBS	42.5	Open/Promotional
Library Resources Specialist II (ACS II)	OTBS	46.0	Open/Promotional
Library Services Assistant	OTBS	38.0	Open/Promotional
Library Technical Specialist	OTBS	47.5	Dual Certification
Television Media Assistant	OTBS	39.5	Open/Promotional
Television Operations Coordinator	OTBS	46.0	Dual Certification

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OCCUPATIONAL GROUP (CLASS FAMILY)	UNIT	RANGE	EXAMINATION
Television Video Specialist	OTBS	43.0	Dual Certification
Purchasing and Warehouse Operations			
Buyer	OTBS	46.0	Open/Promotional
Buyer, Senior	OTBS	49.5	Dual Certification
Delivery Driver	OSS	37.5	Open/Promotional
Delivery Driver, Lead	OSS	40.5	Open/Promotional
Purchasing Technician I (ACS I)	OTBS	41.0	Open/Promotional
Purchasing Technician II (ACS II)	OTBS	42.5	Open/Promotional
Utility Worker	OSS	38.5	Open/Promotional
Utility Worker – Restricted	OSS	40.5	Open/Promotional
Warehouse Person	OSS	38.0	Open/Promotional
Warehouse Person – Restricted	OSS	38.0	Open/Promotional
Warehouse Person, Lead	OSS	40.5	Open/Promotional
Warehouse Person, Lead – Restricted	OSS	40.5	Open/Promotional
Secretarial and Office Related			
Administrative Assistant I (ACS I)	OTBS	39.5	Open/Promotional
Administrative Assistant I – Restricted (ACS I)	OTBS	39.5	Open/Promotional
Administrative Assistant II (ACS II)	OTBS	41.0	Open/Promotional
Administrative Assistant II – Restricted (ACS II)	OTBS	41.0	Open/Promotional
Administrative Assistant III	OTBS	42.5	Open/Promotional
Administrative Assistant IV	OTBS	44.0	Dual Certification
Central Office Receptionist I (ACS I)	OTBS	36.5	Open/Promotional
Central Office Receptionist II (ACS II)	OTBS	38.0	Open/Promotional
Office Assistant I (ACS I)	OTBS	35.5	Open
Office Assistant I – Restricted (ACS I)	OTBS	35.5	Open
Office Assistant II (ACS II)	OTBS	37.0	Open
Office Assistant II – Restricted (ACS II)	OTBS	37.0	Open
Office Coordinator	OTBS	42.5	Open/Promotional
Office Coordinator – Restricted	OTBS	42.5	Open/Promotional
School Office Coordinator	OTBS	43.0	Open/Promotional
School Office Specialist	OTBS	41.5	Open/Promotional
Seminar Assistant	OTBS	41.0	Open/Promotional
Seminar Assistant – Restricted	OTBS	41.0	Open/Promotional
Seminar Specialist	OTBS	42.5	Open/Promotional
Staff Receptionist I (ACS I)	OTBS	36.0	Open
Staff Receptionist I – Restricted (ACS I)	OTBS	36.0	Open
Staff Receptionist II (ACS II)	OTBS	37.5	Open
Staff Receptionist II – Restricted (ACS II)	OTBS	37.5	Open
Substitute Assignment Specialist	OTBS	41.0	Open/Promotional
Substitute Assignment Specialist – Restricted	OTBS	41.0	Open/Promotional
Transportation and Related			
Bus Driver	OSS	38.5	Open/Promotional
Bus Driver, Lead/Scheduler	OSS	39.5	Open/Promotional
Mechanic I	OSS	42.5	Open/Promotional
Mechanic II	OSS	45.5	Dual Certification
Operations Specialist	OSS	45.0	Dual Certification

- ACS I: 1st class level of an Alternate Class Series (ACS).
ACS II: 2nd class level of an Alternate Class Series (ACS).
AIDES: Class is a member of the Aides Unit, SEIU Local 715.
OSS: Class is a member of the Operations Support Services (OSS) Unit, SEIU Local 715.
OTBS: Class is a member of the Office, Technical and Business Services (OTBS) Unit, SEIU, Local 715.
Restricted: Positions in this class are paid at least 51% from funds budgeted for the Head Start Program.

08/22/03; PJG

APPENDIX C

CLASSES WITH ALTERNATE CLASS SERIES DESIGNATIONS

1ST Level Classification	2nd Level Classification	Unit	See Legend
Accountant I	Accountant II	5	B, E
Accountant I - Restricted	Accountant II – Restricted	5	B, E
Accounting Technician	Accounting Technician, Senior	5	A, E, F
Accounting Technician - Restricted	Accounting Technician, Senior - Restricted	5	A, E
Administrative Assistant I	Administrative Assistant II	5	A, E
Administrative Assistant I - Restricted	Administrative Assistant II - Restricted	5	A, E
Applications Support Technician	Applications Support Specialist	5	B
Central Office Receptionist I	Central Office Receptionist II	5	A
Computer Operations/Systems Technician	Computer Operations/Systems Specialist	5	B, D
Computer Terminal Operator I	Computer Terminal Operator II	5	A
Dental Insurance Claims Assistant	Dental Insurance Claims Examiner	5	A
Eligibility Enrollment Specialist I	Eligibility Enrollment Specialist II	5	A, E
Eligibility Enrollment Specialist I - Restricted	Eligibility Enrollment Specialist II - Restricted	5	A, E
Family Support Specialist I	Family Support Specialist II	5	A, E
Family Support Specialist I - Restricted	Family Support Specialist II - Restricted	5	A, E
Library Resource Specialist I	Library Resource Specialist II	5	B, C
Maintenance Worker I	Maintenance Worker II	6	A, C
Maintenance Worker I - Restricted	Maintenance Worker II - Restricted	6	A, C
Network Technician	Network Analyst	5	B, D
Office Assistant I	Office Assistant II	5	A
Office Assistant I – Restricted	Office Assistant II - Restricted	5	A
Payroll/Retirement Deduction Specialist I	Payroll/Retirement Deduction Specialist II	5	B, E, F
Print Support Technician I	Print Support Technician II	5	A,
Purchasing Technician I	Purchasing Technician II	5	A, E
Research Analyst, Assistant	Research Analyst, Associate	5	A, C
Research Analyst, Assistant - Restricted	Research Analyst, Associate - Restricted	5	A, C
Staff Receptionist I	Staff Receptionist II	5	A
Staff Receptionist I - Restricted	Staff Receptionist II - Restricted	5	A

LEGEND

- A: Generally, requires at least one year of service.
- B: Generally, requires two (2) years of service.
- C: Requires qualifications to be verified through position audit.
- D: Requires completed coursework or earned certificate.
- E: Requires qualifications to be verified through appropriate testing.
- F: Pursuant to side letter agreement, the salary step placement for employees, in positions as of July 1, 2001, shall be determined in the same manner as a promotion. Persons appointed to such positions, after July 1, 2001, shall have their salary step placement determined in accordance with Rule 15.10.

05: OTBS Unit

06: OSS Unit

Reference: Merit Rules 6.10 – 6.13, 8.09, 9.01(A) and 15.10.

APPENDIX D
SPECIFIC MERIT RULE ADOPTIONS AND AMENDMENTS

Rule	Rule Title	Adopted	Amended			
1.01	Definition	07/73	12/03			
1.02	Merit Rules for the Classified Service	07/73	12/03			
2.01	Terminology	07/73	12/03			
2.02	Definition of Terms	07/73	12/03			
3.01	Statutory Authority of Rules	07/73	12/03			
3.02	Printing and Distribution of Rules	12/03				
3.03	Procedures for Adopting or Amending Rules	07/73	09/77	03/83	07/03	
3.04	Judicial Review of Rules	07/73	12/03			
3.05	Status of Addenda to Rules	07/73	12/03			
3.06	Application of Rules to Represented Employees	07/73	02/81	12/03		
3.07	Application of Rules to Management and Confidential Employees	12/03				
4.01	Appointment of Personnel Commission Members	07/73	12/03			
4.02	Qualifications for Membership on Personnel Commission	12/03				
4.03	Terms of Office	07/73	12/03			
4.04	Vacancies; Announcement of Intended Appointees; Open Hearings	12/03				
4.05	Discharge of Duties until Successor Appointed	12/03				
4.06	Commission Officers	07/73	12/03			
4.07	Compensation of Commission Members	07/73	04/77	03/81	12/03	
4.08	Quorum and Majority	07/73	12/03			
4.09	Open Public Meetings	07/73	07/79	12/03		
4.10	Agenda and Supporting Data	07/73	07/75	09/76	12/03	
4.11	Official Minutes	07/73	12/03			
4.12	Regular Meetings	07/73	02/79	01/80	07/90	12/03
4.13	Special Meetings	07/73	07/79	12/03		
4.14	Closed Sessions	07/73	07/79	12/03		
4.15	Personnel Commission Staff	07/73	12/03			
4.16	Director of Classified Personnel Services	07/73	03/83	12/03		
4.17	Expenditure of Funds for Commission Staff Training	12/03				
4.18	Non-Permanent Commission Employees and Positions	12/03				
4.19	Official Communications	07/73	12/03			
4.20	Budget of the Personnel Commission	07/73	12/03			
4.21	Legal Counsel for the Commission	12/03				
4.22	Annual Report of the Commission	07/73	12/03			
4.23	Office Accommodations for the Commission	12/03				
4.24	Roster of Employee and Positions	12/03				
4.25	Administrative Reports and Transactions	07/73	12/03			
5.01	The Classified Service	07/73	12/03			
5.02	Positions Belonging to Commission Staff	07/73	12/03			
5.03	Senior Management Positions	12/03				
5.04	Restricted Positions	07/73	12/03			
5.05	Executive Secretarial Positions	12/03				
5.06	Staff Assistant Positions	12/03				
5.07	Exemption of Certain Employees and Positions	07/73				
5.08	Exemption of Professional Expert Positions	07/73	12/90	12/03		
5.09	Exemption of Community Representatives	12/03				
6.01	Classification Plan	07/73	12/03			
6.02	Classifying Positions; Assignment of Duties	07/73	12/03			

APPENDIX D
SPECIFIC MERIT RULE ADOPTIONS AND AMENDMENTS

Rule	Rule Title	Adopted	Amended			
6.03	Class Specifications	07/73	12/03			
6.04	Interpretation of Class Specifications	07/73	12/03			
6.05	Creation of Positions	07/73	06/77	03/83	12/03	
6.06	Positions with Special Requirements	07/73	12/03			
6.07	Changes to Assigned Duties of Positions	07/73	12/03			
6.08	Work Out-of-Class	07/73	09/76	09/80	12/03	
6.09	Class Studies; Review of Positions	07/73	04/76	09/76	03/80	12/03
6.10	Alternate Class Series; Positions Designated	12/03				
6.11	Alternate Class Series; Definition and Distinction	12/03				
6.12	Alternate Class Series; Employees Advancing in Series	12/03				
6.13	Alternate Class Series; Effective Date for Series Advancement	12/03				
6.14	Reclassification of Positions; Basis for Reclassification	07/73	04/76			
6.15	Reclassification Position Studies; Commission Approval	07/73	03/83			
6.16	Reclassification Effective Date for Positions Approved	03/73	11/89	04/94	11/96	12/03
6.17	Reclassification Effects on Employees	07/73	06/78	12/03		
7.01	Examination Bulletins	07/73	12/03			
7.02	Filing of Applications and Materials; Filing Deadlines	07/73	12/03			
7.03	Entrance Qualifications	07/73	12/03			
7.04	Reasonable Accommodation	12/03				
7.05	Who May Compete	07/73	12/03			
7.06	Reason(s) for Rejection or Disqualification	07/73	01/91	12/03		
7.07	Appeal(s) from Rejection or Disqualification	07/73	12/03			
8.01	Examination Plan	07/73	06/80	12/03		
8.02	Types of Examinations	07/73	11/77	07/81	12/03	
8.03	Examination Requirements for Certain Classes	07/73	07/81	12/03		
8.04	Examination Test Parts	07/73	12/03			
8.05	Examination Papers and Records	07/73	12/03			
8.06	Test Administration	07/73	12/03			
8.07	Qualification Appraisal Interviews (QAI)	07/73	01/81	03/82	12/03	
8.08	Bilingual Proficiency Tests	12/03				
8.09	Employee Testing for Series Advancement	12/03				
8.10	Reexamination of Disqualified Persons or Repeating Competitors	07/73	01/81	12/03		
8.11	Notification of Test Results and/or Rank Standing	07/73	12/03			
8.12	Service Credit	07/73	12/81	12/03		
8.13	Veteran's Credit	07/73	02/78	12/03		
8.14	Review of Test Parts or Materials	07/73	04/78	12/03		
9.01	Preparation of Eligibility List; Arrangement of Eligible Persons	07/73	12/03			
9.02	Establishment and Duration of Eligibility Lists	07/73	12/81	12/03		
9.03	Reemployment List	07/73	12/03			
9.04	Reinstatement List	12/03				
9.05	Demotion List	12/03				
10.01	Type of Appointment	07/73	12/03			
10.02	Request for Certification of Eligible Persons	07/73	12/03			
10.03	Notices for Position Opening(s)	12/03				
10.04	Order of Certification	07/73	12/81	04/82	12/03	
10.05	Other Sources of Eligibility	07/73	06/75	04/89	02/94	12/03
10.06	Method of Certification	07/73	04/80	12/03		
10.07	Withholding Names from Certification	07/73	12/81	04/82	12/03	

APPENDIX D
SPECIFIC MERIT RULE ADOPTIONS AND AMENDMENTS

Rule	Rule Title	Adopted	Amended			
10.08	Waiver of Certification	07/73	12/03			
10.09	Restoring Names to Certification	07/73	12/03			
10.10	Appointment	04/80	12/03			
10.11	Provisional Appointment	07/73	12/03			
10.12	Emergency Appointment	07/73	12/03			
10.13	Substitute Appointment	12/03				
10.14	Limited-term Appointment	03/75	03/77	03/82	08/82	12/03
10.15	Employment of Professional Expert Persons	07/73	12/90	12/03		
10.16	Employment of CALPERS Retired Members	07/73	09/78	06/82	12/03	
11.01	Employment Data	12/03				
11.02	Probationary Period	07/73	12/03			
11.03	Rights of Probationary Employees	07/73	12/03			
11.04	Assignment of Disabled Employees	07/73	12/03			
11.05	Performance Evaluations	07/73	12/03			
11.06	Personnel Files	07/73	12/03			
11.07	Resignation	07/73	12/03			
11.08	Payrolls	07/73	12/03			
11.09	Benefits for Part-time Employees	07/73	12/03			
12.01	Vacation	07/73	02/75	12/03		
12.02	Interruption or Termination of Vacation Leave	07/73	02/75	12/03		
12.03	Sick Leave	07/73	10/81	12/03		
12.04	Personal Necessity Leave (PNL)	07/73	12/03			
12.05	Bereavement Leave	07/73	12/03			
12.06	Family Care Leave	12/03				
12.07	Extended Illness Absence	12/03				
12.08	Industrial Illness and Accident Leave	07/73	12/03			
12.09	Jury Duty and Witness Leave	07/73	12/03			
12.10	Absence for Examination	07/73	12/03			
12.11	Absence for Medical and Dental Appointments	07/73	12/03			
12.12	Military Leave	07/73	12/03			
12.13	Leave of Absence for Health and Safety	12/03				
12.14	Leave of Absence for Study or Retraining	07/73	12/03			
12.15	Unpaid Leave of Absence	07/73	12/03			
13.01	Definitions	07/73	12/03			
13.02	Seniority (Order of Layoff)	07/73	12/03			
13.03	Computation of Seniority	12/03				
13.04	Seniority Lists	12/03				
13.05	Reductions in Force (RIF)	07/73	12/03			
13.06	Rights in Lieu of Layoff	07/73	08/92	12/03		
13.07	Reemployment	12/03				
13.08	Notice of Layoff Due to Expiration of Restricted Funded Programs	12/03				
13.09	Limited-Term, Provisional and Substitute Assignments	07/73	12/03			
14.01	Definitions	07/73	12/03			
14.02	Causes for Suspension, Demotion and Dismissal	07/73	12/03			
14.03	Procedures for Suspension, Demotion and Dismissal	07/73	09/77	03/79	12/03	
14.04	Appeal of Disciplinary Action	07/73	12/03			
14.05	Hearing Procedure	07/73	09/77	12/03		
15.01	Workday and Workweek	07/73	12/03			

APPENDIX D
SPECIFIC MERIT RULE ADOPTIONS AND AMENDMENTS

Rule	Rule Title	Adopted	Amended			
15.02	Overtime Defined	07/73	12/03			
15.03	Compensation for Overtime	07/73	12/03			
15.04	Classifications Exempt from Overtime Compensation	07/73	10/77	12/77	10/78	12/03
15.05	Rest Periods	07/73	03/75	12/03		
15.06	Initial Salary Placement	07/73	12/03			
15.07	Salary Step Advancement	07/73	04/81	12/03		
15.08	Salary Placement: Promotion	07/73	12/03			
15.09	Salary Placement: Transfer (Reassignment)	07/73	12/03			
15.10	Salary Placement: Alternate Class Series Advancement	12/03				
15.11	Salary Placement: Return from Unpaid Leave of Absence	07/73	12/03			
15.12	Salary Placement: Demotion	07/73	12/03			
15.13	Salary Placement: Reclassification	12/03				
15.14	Salary Placement: Position Reallocation	07/73	12/03			
15.15	Salary Placement: Work Out-of-Class	07/73	09/74	08/80	12/03	
15.16	Salary Differential (Differential Compensation)	07/73	12/03			
15.17	Compensation for Bilingual Certification	12/03				
15.18	Longevity or Length of Service Increments	12/03				
15.19	Holiday Pay	07/73	12/03			
15.20	Wage and Salary Administration	07/73	12/03			
15.21	Wage and Salary Studies	07/73	12/03			
15.22	Wage and Salary Study Recommendations	07/73	12/03			
16.01	Conflict Resolution	07/73	02/94	12/03		
16.02	Complaints Regarding Personnel Commission Rules	12/03				
16.03	Nepotism	12/03				
16.04	Political Activity	07/73	12/92	12/03		
16.05	Wearing of Uniforms or Identification Badges	12/03				
16.06	Physical Examinations	07/73	12/03			
16.07	Reimbursement of Expenses of Employment Candidate	12/03				
16.08	Fingerprinting of Prospective Classified Employees	07/73	12/03			
16.09	Volunteers	12/03				
16.10	Classified School Employee Week	12/03				

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