

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4432 General Classification Rules

#### **4432.6 Interpretation of Class Descriptions**

- A. The class descriptions and their various parts are declared to have the following force and effect:
1. The basic function and the essential responsibilities and duties are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. 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 and/or quality.
  2. In determining the class to which any position shall be allocated, the description for each class is considered as a whole. Consideration is given, not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the descriptions, but to the general duties, responsibilities, functions, and qualification requirements as affording a picture of the positions that the class includes.
  3. Each class description is construed in its proper relationship to other descriptions, particularly those of classes in the same series, in such manner as to maintain a proper position in the series in which the class is located and proper differentiation within the group of classes.
  4. The following personal qualification requirements apply to all classes though not specifically mentioned in the descriptions: mental and physical competence commensurate with the duties of the class; honesty; sobriety; industry; initiative; resourcefulness; dependability; sound judgment, and good moral character. For those classes that require such, a valid California driver's license and insurance required by law; and the ability to be bonded.
  5. The class description is to be used as a guide during recruitment including position announcements, the development of examinations, and the evaluation of the qualification of candidates seeking appointment to positions allocated to the class. The class description does not require a statement regarding the particular form or content of testing or testing procedure/s.

Reference:

Education Code Section 45256

Approved:  
Revised:

September 15, 1975  
May 27, 1982  
July 23, 1992  
July 24, 2014