

Santa Monica Community College District Request for Changes to a Classification Description

It is an immediate supervisor's responsibility to ensure an employee's job duties and responsibilities match their position classification description.

Management shall not change a substantial part of the regular duties of a position without prior approval by the Personnel Commission.

If the District proposes substantial changes in job duties, such proposals shall be reported in writing to the Director of Classified Personnel by submitting this form to long_carol@smc.edu.

Substantial changes in job duties of an employee that are **temporary** should be addressed through the Working Out of Class process, as provided in Merit Rule 3.2.10.

Classification Title:	Department:
Requested By:	Date of Request:
Name/Title of the person who directs the work of the incumbent:	Name/Title of the person who signs the incumbent's evaluations, if different:

SUMMARY OF CHANGES THAT WILL BE A REGULAR AND PERMANENT PART OF THE JOB:

JUSTIFICATION AND BUSINESS NECESSITY THAT WARRANTS DESCRIPTION CHANGE:

1. Are the changes in duties new to the department?	Yes	No
2. Approximate date changes were implemented:		
3. Were duties previously performed by another employee or department?	Yes	No
4. Has the job changed due to a gradual accretion of higher level job duties over the last two years?	Yes	No

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Immediate Supervisor Signature</i>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>
--	--

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Department Head Signature</i>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>
---	--

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Vice President Signature</i>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>
--	--