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Chapter: Personnel

Modification No. 001

Subject: Staff Position Content Control and Management

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- I. Administrative, associate, and support staff positions shall be organized in such a manner as to provide for the efficient and effective utilization of human resources in the achievement of the College's goals. Changes in job assignments shall be systematically examined prior to the actual reassignment of duties. This examination shall provide: control by administrative channels over the assignment of duties and responsibilities; information to supervisors regarding probable classification and budget implications and the practicality and effectiveness of the proposed changes on staffing patterns; and a means by which employees are fairly compensated for changes in the level of work they perform.
- II. The President is authorized to establish procedures to implement this policy.

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Board Approval: September 21, 1987.