## 4.20 Supervision of Classified Employees

- 1. The general administrative coordination of the Classified Service at the District Office and the general Districtwide administrative coordination of the Classified Service is the responsibility of the Director of Human Resources Vice Chancellor-Human Resources and Employee Relations.
- 2. The general administrative coordination of the Classified Service at the each College is the responsibility of the College Presidents.
- 3. The Office of Human Resources is responsible for maintaining generic job descriptions for all classifications in the Classified Service.

(Revised  $\frac{9/89}{xx/10}$ )