

**BOARD POLICY
San Mateo County Community College District**

Subject: 4.20 Supervision of Classified Employees

Revision Date: 11/10; Reviewed 2/19

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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 Vice Chancellor-Human Resources and Employee Relations.
 2. The general administrative coordination of the Classified Service at 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.