

HUMAN RESOURCES

**BP 7260 CLASSIFIED ADMINISTRATORS AND SUPERVISORS**

**References:**

Education Code Sections 72411 and 87002 (b) and (c);  
Government Code Sections 3540.1(g) and (m)

Classified administrators are administrators who are not employed as educational administrators and who, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the instructional or student services programs of the District.

Classified supervisors are supervisors of classified employees not employed in academic positions.

Classified administrators and supervisors, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other classified employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Refer to the appropriate employee handbook for additional details regarding classified administrators and supervisors.

Classified administrators may be employed by an appointment or contract of up to four years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

Also see BP/AP 7120 Recruitment and Hiring