

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 402
CLASSIFIED STAFF**

CREATING A POSITION

The Board recognizes the need to establish positions, which, when filled by competent, qualified classified employees, will assist the District in achieving the educational goals set by the Board.

The Superintendent shall be responsible for establishing job titles and prescribing the duties of classified personnel.

If a significant change occurs in the duties and responsibilities of a position, the supervisor of that position may submit a full explanation to the personnel department. The personnel department may evaluate the proposed changes and, if found to be significant, may recommend the establishment of a new class or the reallocation of the position to one of the existing classes in the classification plan.

Reference: NRS 391.100
Adopted: August 29, 1979
Revised: April 26, 1983