

EDUCATION AND LABOR CABINET
Kentucky Board of Education
Department of Education
(Amendment)

780 KAR 6:010. Classification plan.

RELATES TO: KRS 156.070, 156.808

STATUTORY AUTHORITY: KRS 156.808

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.808(1) requires the Kentucky Board of Education to promulgate administrative regulations to govern unclassified service in the Kentucky Department of Education Office of Career and Technical Education. This administrative regulation establishes the classification plan for unclassified staff in the Office of Career and Technical Education.

Section 1. General Provisions.

- (1) The Kentucky Department of Education shall prepare and approve a classification plan for unclassified staff in the Office of Career and Technical Education.
- (2) The plan shall be based upon similarity of duties performed and responsibilities assumed so that the same qualifications and the same schedule of pay apply to all positions in the same class.
- (3) Each position shall be allocated to its proper class in the classification plan.
- (4) The classification plan shall include for each class of position an appropriate title, description of duties and responsibilities, and the required education, experience, and other qualifications.

Section 2. Interpretation of Class Specifications.

- (1) Class specifications shall be descriptive, explanatory, and designed to indicate the kinds of positions to be allocated to the various job classifications as determined by their characteristics, duties, and responsibilities.
- (2) Characteristics of a class shall be general statements indicating the level of responsibility and discretion of positions in that job classification.
- (3) Examples of duties or responsibilities shall not be construed as describing what the duties or responsibilities of any position shall be and shall not limit the Office of Career and Technical Education Associate Commissioner's ability to take, add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignments of others not mentioned which are of similar kind or quality.
- (4) Minimum requirements shall be comprehensive statements of the minimum background as to education, experience, and other qualifications which shall be required in all cases as evidence of an appointee's ability to perform the work properly.

Section 3. Official Copy of Class Specifications.

- (1) The Kentucky Department of Education shall maintain a master set for all approved class specifications. These specifications shall constitute the official class specifications for the classification plan. The copies of the specification of each job classification shall indicate the date of adoption or the last revision of the specification.
- (2) The Kentucky Department of Education shall provide class specifications for inspection to any employee or the public under reasonable conditions during regular business hours.

Section 4. Title of Position.

(1) The title of the job classification to which a position has been allocated shall be used to designate that position in all payroll and other official records, documents, vouchers, and communications in connection with all personnel processes.

(2) An office title, abbreviation or code symbol may be used in lieu of the class title for purposes of internal administration or for any other purpose that does not involve personnel processes.

(17 Ky.R. 1276; eff. 12-9-1990; 35 Ky.R. 1884; 2243; eff. 5-1-2009; Cert eff. 11-16-2018; TAm eff. 11-10-2022; 50 Ky.R. 2312; eff. 8-20-2024.)

This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(5).

ROBIN FIELDS KINNEY, Interim Commissioner of Education

SHARON PORTER ROBINSON, Chairperson

APPROVED BY AGENCY: April 15, 2024

FILED WITH LRC: April 15, 2024 at 11:15 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on June 26, 2024, 2024 at 10 a.m. Eastern Time, in the State Board Room, Fifth Floor, 300 Sower Boulevard, Frankfort, Kentucky 40601. Individuals interested in being heard at this meeting shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may want to submit written comments on the proposed administrative regulation. Written comments shall be accepted through June 30, 2024. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Todd G. Allen, General Counsel, Kentucky Department of Education, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, phone 502-564-4474, fax 502-564-9321, email regcomments@education.ky.gov.