

**RECRUITMENT AND SELECTION**

The district shall seek the kind of classified personnel needed through an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants.

The district shall be committed to an open and competitive system in the recruitment and selection of personnel. To this end, the district shall take appropriate measures to ensure that the employment/promotional interests of all qualified and eligible persons are treated in an equitable manner, and shall engage in fair and sound personnel practices in the appointment of all district employees.

All factors being equal, a first consideration will be given to current employees of the district in selecting persons to fill open positions.

No inquiry shall be made with regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, marital status, cancer-related medical condition or association with a person or a group with one or more of these actual or perceived characteristics.

It is the responsibility of the Superintendent or designee to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Governing Board.

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirements

45103-45138 Employment (classified employees)

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative Action Employment Programs

TITLE VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986

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**Announcements**

There shall be given at least ten working days public notice, prior to examination. This notice shall include, but not be limited to, publication in two newspapers having local coverage. All notices shall be posted on the employee bulletin board and shall not be removed until after the closing date contained therein. The public notice shall contain the following:

1. The last date for filing application.
2. Reasonable information concerning the location of employment, the expected number of vacancies and other conditions of employment.
3. Such parts of the job specification as will adequately describe the scope of duties and responsibilities.
4. The minimum and desirable qualifications.
5. The salary or other compensation.
6. The description of the possible parts of the examination, as approved by the Director of Personnel/Internal Relations or designee.
7. Such other information as will assist the public in understanding fully the nature of the employment and the procedure necessary to participation in the examination.

**Filing of Applications**

All applications must be made upon official blanks furnished by the classified personnel office, filled out as therein directed, and filed in accordance with instructions contained on the vacancy announcement.

1. Applicants taking more than one examination must file a separate and complete application for each such examination.
2. All applications accepted shall be reviewed by the Director of Personnel/Internal Relations or designee prior to the mailing of test notices.

**General Qualifications**

Applicants must have the legal right to work in the United States and possess all requirements

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that may be specified on the minimum qualifications for the class. Every applicant must be in all respects mentally and physically competent to perform the duties of the position for which application is made.

### **Elimination of Unfit Applicants and Eligibles**

An applicant may be refused examination or certification for any of the following reasons:

1. Conviction or pleading guilty in court to a charge of moral turpitude or any sex offense or mistreatment of children.
2. Criminal, dishonest, immoral or disgraceful conduct.
3. Making a false statement or omitting a statement as to any material fact on the application form, or practicing any deception or fraud in securing examination, certification or appointment.
4. Use, possession, sale or furnishing of narcotics or controlled substance(s).
5. Evidence of the use of intoxicating beverages while on duty.
6. Unsatisfactory health conditions.
7. Dishonorable discharge from the armed forces of the United States.
8. Separation from the district due to incompetency.

### **Confidentiality of Information**

All documents, such as applications, references, resumes and examination papers shall be considered confidential information and the property of the district and shall not be returned. The names of applicants or competitors in any examination shall not be made public, nor open to inspection.

### **Veteran's Preference**

To be entitled to veteran's preference applicants are requested to apply for such preference upon their official application forms at the time of filing. A minimum of 30 days of active service in the Army, Navy, Marines, Air Force or Merchant Marines, or as a nurse on active duty with the Red Cross, between dates listed below is required:

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World War I	April 6, 1917 to November 11, 1918
World War II	December 7, 1941 to December 31, 1946
Korea	June 27, 1950 to January 31, 1955
Viet Nam	August 4, 1964 to May 7, 1975
Gulf War	Southwest Asia Service Medal Award

Service in the Coast Guard between December 7, 1941 and January 1, 1946.

In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service prior to establishment of the eligibility list. No adjustment of rank on the list shall be made after the list has been certified by the Director of Personnel/Internal Relations.