
CLASSIFIED RECRUITMENT FAIRE (PSL-P008A)
Sacramento City Unified School District

1. SCOPE:

- 1.1. This procedure discusses the process used to implement a Classified Recruitment Faire.

2. RESPONSIBILITY:

- 2.1. Director of Human Resource Services
2.2. Personnel Analyst
2.3. Human Resource Services Staff

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3. APPROVAL AUTHORITY:

- 3.1. Director of Human Resource Services

4. DEFINITIONS:

- 4.1. HRS—Human Resource Services.
4.2. Service Employees International Union Local 790 (SEIU.)
4.3. TRD—Transportation Department.
4.4. MO—Maintenance/Operations Department.
4.5. RM—Risk Management Department.
4.6. CDD—Child Development Department.
4.7. SCUSD—Sacramento City Unified School District.

5. PROCEDURE:

- 5.1. HRS will set-up initial meeting with SEIU, TRD, MO, RM, and CDD to discuss the following:
- 5.1.1. Place, time, dates, booth assignments, speakers, presentations, hand-outs, gifts, babysitting, application process, trainers, volunteers plus any other items determined necessary to implement the Recruitment Faire.

6. 6.0 ASSOCIATED DOCUMENTS:

- 6.1. Job Specifications (on the SCUSD internet.)
6.2. Salary Schedules (on the SCUSD internet and intranet.)
6.3. Hand-outs and/or documents referenced:
6.3.1. SEIU Union Contract.
6.3.2. Classified Professional Growth Information. (PSL-F002)
6.3.3. Career Lattice Information. (PSL-F025)
6.3.4. Employee Medical/Dental information. (see Benefits Office)

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6.3.5.Current Vacancy Notices. (posted on the SCUSD internet)

7. RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Material provided by the departments	HRS office	Within that time period	Discard as Desired	Access Limited to HRS staff

8. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
01/26/05	B	Revision
10/08/07	C	Approval Authority department name change

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