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**POSTING FOR CLASSIFIED AND CERTIFICATED  
NOTICE OF VACANCIES (PSL-W048)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1. Process by which we post notice of vacancies for SCTA, SEIU, and Teamsters bargaining units.

**2.0 RESPONSIBILITY:**

- 2.1. Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

- 3.1. Associate Superintendent, Human Resource Services
- 3.2. Director of Human Resource Services

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

**4.0 DEFINITIONS:**

- 4.1. SCTA—Sacramento City Teachers Association (*Certificated*)
- 4.2. SEIU—Service Employees International Union (*Classified*)
- 4.3. Teamsters—School Plant Operations Managers (*SPOM*)
- 4.4. Search Soft—On-Line applicant tracking system
- 4.5. GroupWise--District-wide E-mail System
- 4.6. Vacancy Requisition—Authorization form for Board approved positions
- 4.7. HRS—Human Resource Services

**5.0 PROCEDURE:**

- 5.1. Vacancy Requisition is received from the Personnel Analyst.
- 5.2. Determine the bargaining unit (*SCTA, SEIU, or Teamsters*)
  - 5.2.1.If **SCTA**, use a Certificated Notice of Vacancy Template
    - 5.3 School/Site: Location of position (*school/department*)
    - 5.3 Position: Title of position, subject, part time/fulltime
    - 5.3 Vac#: Next available vacancy number (*can be found in Vacancy Log Binder*)
    - 5.3 Status: Determine whether position is **Clear** (*on-going*), **One Year Only**, **Fall Only**, or **Spring Only** (*coaches will have specific dates according to sport season*)
    - 5.3 Comments: Requirements and/or special considerations
    - 5.3 Determine the Final Filing Date: **SCTA** positions shall be posted for a minimum of four (4) working days
  - 5.2.2.If **SEIU**, use a Classified Notice of Vacancy Template
    - 5.3 School/Site: Location of position (*school/department*)
    - 5.3 Position: Title of position, number of months in the work year, number of hours in the work day
    - 5.3 Vac#: Next available vacancy number (*can be found in Vacancy Log Binder*)
    - 5.3 Salary/Unit: Bargaining unit of position (*SEIU*), Salary of position (*can be found in the SCUSD's Salary Schedule if not listed on req*)
    - 5.3 Comments: Minimum requirements from job description (*can be found on H: drive or on-line*), special considerations, end date (*if applicable*)

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5.3 Determine the Final Filing Date: **SEIU** positions shall be posted for a minimum of eight (8) working days

5.2.3.If **Teamsters**, use a Classified Notice of Vacancy Template

5.3 Follow same procedures as **SEIU** with one exception: **Teamsters** positions shall be posted for a minimum of ten (10) working days

5.3. Post positions on-line in Search Soft (53.4)

5.3.1.Please refer to Search Soft Manual

5.4. Distribute the posting district-wide using GroupWise (53.5)

5.4.1.CC to appropriate bargaining units

**6.0 ASSOCIATED DOCUMENTS:**

6.1. Position Requisition (*Budget → Personnel Analyst, Confidential*)

6.2. Vacancy Requisition (*Personnel Analyst, Confidential → Personnel Technician I*)

6.3. Certificated Notice of Vacancy Template (*Personnel Technician I → District/Bargaining Unit*)

6.4. Classified Notice of Vacancy Template (*Personnel Technician I → District/Bargaining Unit*)

**7.0 RECORDS RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Notice of Vacancy	Binders	Current Year	Discard as Desired	HRS Access
	Computers in HRS	Previous Year		

**8.0 REVISION HISTORY:**

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

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