1.0 SCOPE:

1.1 This procedure discusses the process of hiring classified employees.

2.0 RESPONSIBILITY:

2.1 Personnel Analyst
2.2 Personnel Technician I

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 SEIU – Service Employees International Union.
4.2 TEAM—Teamsters Union.
4.3 CSA—Classified Supervisor Association Union.
4.4 PR – Posting request.
4.5 Analyst—Personnel Analyst.
4.6 NOV – Notice of Vacancy.
4.7 SearchSoft – On-line applicant tracking system.
4.8 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.
4.9 TOE – Terms of Employment document which states the name, position, rate of pay, work calendar, work schedule, and if approved for benefits.
4.10 BMI – BMI Imaging Systems is a company of OTG Software (Online Technology Group).
4.11 Iron Mountain – Vendor that houses all of the Sacramento City Unified School District’s personnel employment records/files.
4.12 Warehouse – Location of very old personnel files.
4.13 TB—Tuberculosis slip from doctor.

5.0 PROCEDURE:

5.1 Analyst receives PR from site administrator due to resignation, retirement, leave of absence, or new position.
5.2 Analyst confirms Vacancy Requisition is valid through authorized position control reports.
5.3 Position vacancy is forwarded to the Personnel Technician I to post NOV according to SEIU contract (see Article 13 Transfers/Promotions). (PSL-W031)
5.4 After position vacancy closes, Personnel Technician I retrieves the applicant listing from the SearchSoft applicant tracking system. (PSL-W049)

5.5 Personnel Technician/Personnel Analyst will screen applicants based on SEIU contract (see Article 13 Selection Process) and requirements needed for the position per job description. (PSL-W019)

5.6 Analyst reviews the screened applicant listing.

5.7 Analyst/Personnel Technician I e-mails, faxes, or sends through district mail the referral list to site administrator/hiring manager.

5.8 Analyst receives and reviews the recommendation from site administrator for job offer.

5.9 Analyst or Personnel Technician I will offer the employment to the recommended applicant.

5.10 Analyst will prepare the TOE and forward to Personnel Technician I to type up the TOE. Analyst will determine salary placement and prepare Benefits Authorization Form.

5.11 New employees are given instruction on requirements necessary for employment. i.e., fingerprints, TB tests, orientation, etc. (see associated documents below).

5.12 When all new employee paperwork is complete, Analyst will complete the Vacancy Requisition and forward to Personnel Technician II for data entry. (PSL-W020)

6.0 ASSOCIATED DOCUMENTS:

6.1 Terms of Employment. (PSL-F042)

6.2 Employment Packet:

   6.2.1 Pre-Employment Checklist (PSL-F072)

   6.2.2 Processing packet may Include:

      6.2.2.1 Oath of Allegiance (PSL-F049)

      6.2.2.2 Fingerprint Requirements (PSL-F050, PSL-F051)

      6.2.2.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)

      6.2.2.4 Emergency Data (PSL-F053)

      6.2.2.5 Ethnic Origin Questionnaire (PSL-F054)

      6.2.2.6 Retirement Questionnaire (PSL-F055)

      6.2.2.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)

      6.2.2.8 Workers’ Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)
6.2.2.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)

6.2.2.10 Substitute Profile Sheet (PSL-F059) (if applicable)

6.2.2.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)

6.2.2.12 Authorization for Electronic Money Transfer (PSL-F086)

6.2.2.13 EEE form (External Form) (if applicable)

6.2.2.14 NEO form (PSL-F068)

6.2.2.15 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-F042)

6.2.2.16 Title IX Grievance Review Request (PSL-F088)

6.3 College Transcripts (if required).

6.4 TB Clearance. (see Health Services)

6.5 Benefits authorization form (if required). (see Benefits Office)

6.6 Vacancy Requisition.

6.7 Notice of Vacancy.

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active employees from 2001 to present</td>
<td>Personnel File</td>
<td>Indefinitely</td>
<td>Discard as desired</td>
<td>BMI</td>
</tr>
<tr>
<td>Inactive employees prior to 2001</td>
<td>Personnel File</td>
<td>Indefinitely</td>
<td>Discard as desired</td>
<td>Iron Mountain and/or warehouse</td>
</tr>
<tr>
<td>Vacancy requisitions</td>
<td>Binder in the cabinet</td>
<td>3 years</td>
<td>Discard as desired</td>
<td>Secured area</td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/03/04</td>
<td>A</td>
<td>Initial release</td>
</tr>
<tr>
<td>12/18/06</td>
<td>B</td>
<td>External form</td>
</tr>
<tr>
<td>10/08/07</td>
<td>C</td>
<td>Responsibility; Title change (Office Technician III to Personnel Tech. I) Approval Authority department name change</td>
</tr>
</tbody>
</table>

***End of procedure***