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CLASSIFIED BARGAINING UNIT HIRING PROCESS (PSL-P010)  
Sacramento City Unified School District

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**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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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)

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- 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)

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- 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:**

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

**8.0 REVISION HISTORY:**

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

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