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NOTICE OF VACANCY POSTING (PSL-W031)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This working instruction is used to Advertise Classified and Certificated Vacancies for the Sacramento City Unified School District

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Analyst

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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 Manager (SPOM.)
- 4.4 CSA—Classified Supervisors Association.
- 4.5 NOV—Notice of Vacancy.
- 4.6 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.7 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.8 PR—Posting Request.
- 4.9 Vacancy Requisition—Position Vacancy Request.
- 4.10 Iron Mountain—Storage facility that warehouses the Human Resource Services personnel records.
- 4.11 Warehouse--Location of very old personnel files.
- 4.12 HRS—Human Resource Services.
- 4.13 Analyst—Personnel Analyst.

**5.0 PROCEDURE:**

- 5.1 Replacement vacancies due to resignations, leave of absence, etc., are requested to be filled by the site administrator. Site will send replacement vacancy requisition to Analyst for advertising.
- 5.2 Analyst will verify vacancy, grade level, status of position, work calendar and any special considerations to be included on the advertising.
- 5.3 New positions created by a site administrator will submit a position requisition to budget for approval.

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- 5.4 Approved position requisition from Budget is forwarded to the Analyst for pulling the vacancy requisition from the ESCAPE System. Return back to Procedure 5.1.
- 5.5 Analyst will forward to the Personnel Technician I for typing the NOV.
- 5.6 Analyst will proofread NOV for accuracy.
- 5.7 Analyst will hold vacancy requisition and notice of vacancy in folder until position is filled.

**6.0 ASSOCIATED DOCUMENTS:**

- 5.8 NOV
- 5.9 Position Requisition (see Budget Services)
- 5.10 Vacancy Requisition
- 5.11 Resignation/Retirement form (PSL-F008)
- 5.12 Request for Leave of Absence Certificated and Classified Employees (PSL-F004)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
NOV	Binders and individual vacancy folders in HRS	3 years	Discard As Desired	Secured area in HRS
Position requisitions	Site folders in file drawers in HRS	3 years	Discard As Desired	Secured area in HRS
Vacancy requisitions				

**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 Title change (Office Technician III to Personnel Tech. I)

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