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

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:

_____   _____

Signature   Date

3.1 Director of Human Resource Services

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.

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:

Identification	Storage	Retention	Disposition	Protection
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:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial release
10/08/07	B	