VERIFY ELIGIBILITY FOR VACANCY POSTINGS (PSL-W046)
Sacramento City Unified School District

1.0 SCOPE:

1.1. Verify Eligibility for Vacancy Postings

2.0 RESPONSIBILITY:

2.1. Credential Specialist

3.0 APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

4.0 DEFINITIONS:

4.1. SCTA – Sacramento City Teachers Association (certificated bargaining unit.)

4.2. CCTC – Commission on Teacher Credentialing.

4.3. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

4.4. SearchSoft – On-Line Applicant Tracking System.

4.5. Analyst—Personnel Analyst

4.6. HRS—Human Resource Services

5.0 PROCEDURE:

5.1. Print Vacancy Number from SearchSoft, listing all applicants who applied.

5.2. Determine if applicants are District employees by social security number or last name in ESCAPE.

5.3. Verify the credential held by applicant authorizes the subject/grade level applying for – making sure the credential is clear and not expired.

5.4. List either "OK" or "NO" next to applicant's name. If "NO", explain briefly why

5.5. If the applicant is tenured, add the date of seniority found on Employment Screen; and location currently assigned

5.6. For those who are not district employees, refer back to SearchSoft vacancy posting. Click on applicant "VIEW" screen and then "Credential Information" to determine if they qualify and if credential is current. Follow same directions as above for eligibility.

5.7. List initials and date completed at top of page

5.8. Return to Analyst of the appropriate team

6.0 ASSOCIATED DOCUMENTS:

6.1 SearchSoft Vacancy List of applicants

7.0 RECORDS RETENTION TABLE

Identification	Storage	Retention	Disposition