

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 Job Announcement bulletin

- A. Whenever it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist, as determined by the Director, Human Resources, the Commission shall direct the holding of an examination to provide eligibles. At least ten working days advance public notice shall be given, except in the case of the “open continuous” examinations. The job announcement notice shall contain the following facts:
1. Information concerning the location of employment, the expected number of vacancies, and other conditions of employment.
 2. Description of the scope of duties and responsibilities of the position and the classification title.
 3. Minimum qualifications required.
 4. The salary.
 5. The last date for filling an application.
 6. The subject about which the competitors may be examined and the weights of the various parts of the examination.
 7. The types and duration of the eligibility list established.
 8. Such other information as will assist the applicants and the public in fully understanding the nature of the employment and procedures necessary to participate in the examination process.
- B. The Director, Human Resources shall establish procedures for the maintenance of employee requests for transfers, change of location, change of assignment and notification of forthcoming examinations.

Reference:

Education Code Sections 45278 and 45292

Approved: August 26, 1982
Revised: August 31, 1992
Pending Approval: October 23, 2014