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**POSTING FOR CLASSIFIED AND CERTIFICATED  
NOTICE OF VACANCIES (PSL-W048)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1. Process by which we post notice of vacancies for SCTA, SEIU, and Teamsters bargaining units.

**2.0 RESPONSIBILITY:**

- 2.1. Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

- 3.1. Associate Superintendent, Human Resource Services
- 3.2. Director of Human Resource Services

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.
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**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 Managers (*SPOM*)
- 4.4. Search Soft—On-Line applicant tracking system
- 4.5. GroupWise--District-wide E-mail System
- 4.6. Vacancy Requisition—Authorization form for Board approved positions

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5.3 Determine the Final Filing Date: **SEIU** positions shall be posted for a minimum of eight (8) working days

5.2.3.If **Teamsters**, use a Classified Notice of Vacancy Template

5.3 Follow same procedures as **SEIU** with one exception: **Teamsters** positions shall be posted for a minimum of ten (10) working days

5.3. Post positions on-line in Search Soft (53.4)

5.3.1.Please refer to Search Soft Manual

5.4. Distribute the posting district-wide using GroupWise (53.5)

5.4.1.CC to appropriate bargaining units

**6.0 ASSOCIATED DOCUMENTS:**

6.1. Position Requisition (*Budget → Personnel Analyst, Confidential*)

6.2. Vacancy Requisition (*Personnel Analyst, Confidential → Personnel Technician I*)

6.3. Certificated Notice of Vacancy Template (*Personnel Technician I → District/Bargaining Unit*)

6.4. Classified Notice of Vacancy Template (*Personnel Technician I → District/Bargaining Unit*)

**7.0 RECORDS RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Notice of Vacancy	Binders	Current Year	Discard as Desired	HRS Access
	Computers in HRS	Previous Year		

**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 Responsibility change

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