

The Employment Process - Classified

Merit System

The San Lorenzo Unified School District is a merit system district. The merit system is a set of rules and procedures, similar to civil service that governs all classified (non-teaching) personnel. Its fundamental purpose is to ensure that all employees are selected, promoted and retained solely on the basis of merit and fitness through a process of competitive examinations.

Affirmative Action Plan

The District hire and promotes employees without regard to politics, religion, race, color, national origin, sex, age, handicapping condition or sexual orientation and with proper regard for individual privacy and constitutional rights. We believe that employees should be judged on the basis of individual merit and ability; not on superficial characteristics. We insist that employees accept the spirit as well as the letter of the District's non-discriminatory policies.

Announcement of Examination

District examinations are officially announced by means of printed bulletins released fifteen workdays before the filing deadline. These announcements contain information about filing and examination dates; requirements, duties and salary range for the positions; and other information of general interest to applicants. The bulletins receive wide distribution.

If you fill out a job interest form when testing is temporarily closed, you will be notified by mail when testing reopens.

Application Procedure

Candidates for any District classified position must complete the prescribed application. This application is available on line or obtainable at the District Personnel Office. Separate and complete applications must be filed for each examination.

After examinations are announced, signed applications must be mailed or delivered so they are received by the Personnel Office no later than 4:30 p.m. on the final filing date shown on the examination bulletin.

Applications are approved or rejected primarily on the basis of the information furnished by the candidate. District jobs are open to qualified persons. The District will make reasonable efforts to accommodate disabled persons.

When applications are approved, candidates are notified of the time and place to appear for the examination. These notices are mailed about a week before the test date. Applications are also informed if their applications are not accepted.

Examinations

Candidates must meet the minimum entrance requirements as shown on the examination announcements. Examinations may consist of a written and/or performance test and a qualification appraisal interview. When qualification appraisal interviews are required, they are limited to candidates who have been successful in other portions of the examination. These interviews are customarily held within ten working days of the written or performance test.

Tests are related to the duties and responsibilities of the position.

Some examinations may be limited to a reasonable number of the most qualified candidates based on the requirements of the position.

Veterans' Preference

Qualifying veterans who attain passing scores in examinations are entitled to receive five additional points. Another five points are granted to veterans with service-connected disabilities. Proof of veteran status must be presented prior to the date of the examination.

Promotional Preference

Permanent employees of the District who attain passing scores of open-competitive examinations will have promotion credits of five points added to their final score.

Appointments

The names of candidates who pass District examinations appear on eligibility lists in the order of their final scores. These lists are in effect for six months or one year, depending on the position. In filling a vacant position, the District makes its selection from the top three ranks of available individuals on the eligibility list. Before acquiring permanent status, new appointees must satisfactorily complete a probational period.