

RULE V

EXAMINATION ANNOUNCEMENTS, APPLICATIONS, AND APPLICANTS

Section 5.1 AUTHORIZATION TO FILL VACANCY

- A. The recruitment process to fill a vacant position shall be initiated by the Personnel Director after receiving a written request on the approved form authorized in accordance with regulations set forth by the Superintendent or designee.
- B. If necessary the appropriate classification action shall have been taken according to Rule III, Section 3.2.

Section 5.2 RECRUITMENT AND SELECTION

- A. The Personnel Director or designee shall be responsible for advertising employee vacancies including, but not limited to, the distribution of such vacancy notices to college placement offices and the Eureka Office of the California Employment Development Department when appropriate.
- B. Persons seeking employment with the Office of Education shall be required to submit a written application form together with confidential papers, references or other materials requested by the Superintendent or designee.
- C. After reviewing all written materials, an appointed committee shall select finalists for personal interviews.
- D. Based on the interviews and written materials, the Personnel Director and/or appointed committee shall recommend two finalists in order of choice to the Superintendent or designee for final appointment.
- E. In the event that no finalist is deemed qualified by the Personnel Director, the position vacancy shall be re-advertised and the selection process begun again.

Section 5.3 JOB ANNOUNCEMENT BULLETIN

- A. The Personnel Director shall prepare a job announcement bulletin to publicize vacant positions. The announcement shall contain, but not be limited in content to:
 - 1. The class title.
 - 2. The nature of the work to be performed.

3. Required experience and training.
 4. The salary range applicable.
 5. The place and time to file application.
 6. The time after which applications may no longer be filed.
 7. Information as to whether the application process is open to current employees only, open to employees and the general public with promotional list taking precedence, or open to employees and the general public with the selection process resulting in one integrated eligibility list.
 8. A statement of non-discrimination.
 9. A statement of Veteran's point preference, as noted in 5.8 B,C.
- B. The bulletin shall be circulated widely.
- C. Generally, the bulletin shall be released from the Personnel Director's office at least ten calendar days prior to the last date for filing applications. Promotional bulletins shall normally be posted five calendar days prior to the last date for filing applications.

Section 5.4 FILING OF APPLICATIONS

- A. All applications for employment shall be made upon the official forms furnished by the office and filled out as directed on the forms.
- B. In order to be accepted, the application must be received in the office of the Personnel Director by the date and time indicated on the job announcement bulletin. It shall be the applicant's responsibility to assure that a mailed application is received before the deadline.

Section 5.5 GENERAL QUALIFICATIONS OF APPLICANTS

Applicants must be citizens of the United States or otherwise prove their right to work under the California Labor Code, and must possess all other requirements that are specified in the qualifications established for the class. The residency of the applicants shall not be a consideration for employment.

Section 5.6 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

- A. An applicant or candidate may be screened, disqualified from an examination, or removed from eligibility list for any of the following reasons:
 - 1. Making a false statement or omitting a statement as to any material fact on the application form.
 - 2. An incomplete application with significant facts omitted.
 - 3. Practicing any deception or fraud in connection with an application or to secure employment.
 - 4. Conviction of a felony.
 - 5. Conviction on, or pleading guilty in court to, a charge of a sex or substance abuse offense.
 - 6. Membership in the Communist Party, or advocating the overthrow of the government of the United States by force, violence, or other unlawful means.
 - 7. Refusal to furnish testimony, other than self-incriminating, at a hearing before the Commission or the Board of Education.
 - 8. Any other reason determined to be, according to these rules, cause for dismissal of a regular classified employee.
- B. The Personnel Director or designee shall be responsible for notifying applicants, candidates, and eligibles who have been rejected.
- C. Upon request, an applicant may be furnished clarifying information as to reason for his/her rejection either in writing or orally by the Personnel Director.

Section 5.7 CONFIDENTIALITY OF INFORMATION

- A. Unless these rules specifically designate otherwise, all documents such as applications, references, and the like shall be considered confidential information and the property of the Humboldt County Office of Education and shall not be returned.
- B. The names of the applicants, candidates, or eligibles, in any application process, shall not be made public, nor open to inspection, except as designated in these rules.

- C. Examination records, except standardized written tests and confidential references, shall be open to inspection by an applicant, candidate, eligible, or authorized representative.

Section 5.8 VETERAN'S PREFERENCE

- A. A veteran, as defined in this rule, shall mean an individual who has served at least thirty days of active duty in the Army, Navy, Marine Corps, Coast Guard, or Air Force, between the dates listed below:
 - World War I - April 6, 1917 to November 11, 1918
 - World War II - December 7, 1941 to December 31, 1946
 - Korea - June 27, 1950 to January 31, 1955
 - Vietnam - August 4, 1964 to December 31, 1976
 - Persian Gulf - August 2, 1990 to March 3, 1991
 - Iraq - March 19, 2003 - Continuing
- B. Veterans shall be allowed an additional credit equal to 5% of entry level examinations.
- C. Disabled veterans shall be allowed in addition to that allowed under Section 5.8B, an additional credit of 5% in entry level examinations.
 - 1. Disabled veteran is designated to mean an individual who is currently declared by the United States Veterans Administration to be ten percent or more disabled as a result of service in the armed forces.
- D. The applicant shall bear the responsibility to furnish official documentation as proof of qualifying military service and disability, if applicable, prior to or at the time of the interview.

(Education Code Sections 45273, 45274, 45277, 45278, 45294, 45295, 45296)

Personnel Commission Approved
4/10/06:DK