

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 3

Date: 7/29/91

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Reference: EC 45272; PC 50.200

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.3 CLASSIFIED PERSONNEL

4.301 THE CLASSIFIED SERVICE

SECTION 4.301.3 Selection of Classified Staff

Purpose

1. To provide guidelines for the selection of regular classified employees in accordance with District policy, Personnel Commission rules, and applicable law.

Regulations

1. Selection from among eligible candidates shall be in accordance with equal employment opportunity principles, affirmative action, and law.
2. The application materials of each candidate certified by the Personnel Commission shall be considered by the appropriate manager or supervisor.
 - a. As determined by the Personnel Commission, candidates may be from appropriate eligibility, reemployment, reinstatement, or transfer lists.
3. Recommendations for appointment shall be processed by Personnel Support Services prior to submission to the Board of Education for approval/ratification.

Procedure

1. Management/Supervisor Officer
 - a. Submits a Personnel Hiring Requirement (P-43) to Personnel Support Services through appropriate administration.
 - b. Considers all eligible candidates.
 - c. Submits notification of selection recommendation to the Personnel Support Services Department.
2. Personnel Support Services
 - a. Reviews P-43 for clearance.
 - b. If approved, distributes copy of P-43 to Personnel Commission.
 - c. Associate superintendent, Personnel Support Services, or designee reviews recommended appointment.
 - d. Notifies school or department of effective date of appointment.
 - e. Notifies unsuccessful candidates.

SECTION 4.301.3 Selection of Classified Staff

3. Personnel Commission
 - a. Certifies candidates for appropriate eligibility list(s) and transfer reemployment, or reinstatement lists to school or department for consideration.
 - b. When notified of selection recommendation, prepares Offer of Employment (P-88) and forwards to Personnel Support Services.