



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7450

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CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Qualified Candidate Pools for Employment and Promotion of Classified Employees**

REVISED: **03-29-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing establishment and use of qualified candidate pools in appointment of classified personnel.
2. Classified positions that are management, confidential, substitute, short-term, consultant, or part-time playground (noon duty) positions, and full-time day students employed part-time, are exempted from selection procedures provided in the Employment Regulations for the Classified Service of the San Diego Unified School District.
3. **Related Procedures:**

Employee complaints alleging discrimination .....	7110
Affirmative action program.....	0100
Nondiscrimination on basis of handicap .....	0110
Employee health evaluations.....	7060
Application and examination of classified employees.....	7440
Transfer of classified employees.....	7480

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1340, I-5500, I-6500, I-6600; Education Code Sections 45105, 45272-45300, 45314; Employment Regulations for the Classified Service of the San Diego Unified School District.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative Operational Support.
2. **Definition.** “Vacant position” as referred to in this procedure is a position approved by the Board of Education as a permanent position in classified service, and therefore under the jurisdiction of the Employment Regulations for the Classified Service of the San Diego Unified School District. A vacancy created by military, parental, health, or professional study leave of an incumbent, or leave to accept other work within the school district, also may be considered a vacant position.

3. **Qualified Candidate Pool.** Promotional, promotional/open, or open entrance examinations for a classified position result in a list of qualified candidates for that position. Qualified candidates are ranked in order of final examination scores, with ties resolved according to the Employment Regulations for the Classified Service of the San Diego Unified School District.
4. **Temporary Employment.** Approved lists of workers for temporary positions may be established in same manner as lists for permanent positions. However, when deemed advisable and when other evidence of ability to perform required duties of a position can be obtained, examination may be waived. Temporary appointment may be made without reference to the Employment Regulations for the Classified Service of the San Diego Unified School District; the position shall be so designated at time of appointment. Such appointment shall not extend beyond 75 percent of a school year.
5. **Notice of Qualification.** All candidates are notified of examination results within 10 days after creation of a qualified candidate pool.
6. **Duration of Pools.** All original entrance, open/promotional and promotional eligible lists candidate pools may continue in force for not more than one year after establishment, and may be extended for periods up to one additional year.
7. **Removal from Lists**
  - a. Candidates may be removed from a candidate pool for the following reasons:
    - (1) Cause related to welfare of the district, as specified in the Employment Regulations for the Classified Service of the San Diego Unified School District.
    - (2) Individual accepts probationary appointment within the classification.
    - (3) Individual fails to notify the district of change in address and cannot be located.
    - (4) Misrepresenting qualifications or deliberately omitting facts on application materials.

- b. An individual removed from a candidate pool may request reconsideration by submitting a written statement of facts to, the Human Resource Services Deputy Administrative Officer or designee. After appropriate investigation, which may include an informal hearing, the Human Resource Services Deputy Administrative Officer makes a final decision.
8. **Referrals, Selections, and “Rule of Ten”**
  - a. Whenever a classified vacancy occurs in classified service, names of the top ten available candidates in the applicable candidate pool list are referred to the hiring manager.
  - b. In addition to the top ten candidates from the qualified candidate pool, names of present employees seeking voluntary transfers will be referred. Transfer referrals shall be considered and interviewed in equal number(s) of candidates from the qualified candidate pool. If an existing qualified pool for a job class contains fewer than ten names, the hiring manager may request that a supplemental pool be established.
  - c. Instructional Assistants and Community Assistants will be selected from the entire pool.
  - d. After consultation with appropriate division head, the Human Resource Services Deputy Administrative Officer or designee has authority to appoint and assign eligible individuals to classified positions as necessary to comply with the Board of Education’s basic employment goals.
9. **Interviews.** The hiring manager may choose one of the certified ten candidates (usually on basis of personal interview) or may waive right to interview and select from the pool of certified names. Selection is subject to review and approval of the Human Resource Services Deputy Administrative Officer or designee. After consultation with appropriate division head, the Human Resource Services Deputy Administrative Officer or designee has authority to appoint and assign eligible individuals to classified positions, as necessary, to comply with the Board of Education’s basic employment goals. Personnel file of referred candidates may be reviewed in the Human Resource Services Division by the hiring manager.
10. **Absence of Qualified Candidate Pool.** In the absence of a qualified candidate pool for a job class or less than ten available candidates for a position in a job class, temporary appointment may be made pending recruitment activity and selection.

11. **Reassignment of Regular Employee Because of Illness or Injury.** A regular employee who is determined to be incapable of performing the duties of the classification because of illness or injury, may, at the discretion of the Superintendent of Public Education or designee, be appointed to a position that the employee is capable of performing. If the position is at a higher classification, the employee shall receive an increase in salary if the employee meets the minimum qualifications for the position. In the event that the employee does not meet the minimum qualifications of the job, then the employee shall continue to receive the salary of the former classification until the employee meets the minimum qualifications of the classification. If the position is classified at a lower salary than that attained by the employee, the employee shall be paid the salary appropriate to the position.

#### **D. IMPLEMENTATION**

1. **Applicant or employee** completes necessary application(s); successfully passes examination, if applicable; meets all job requirements for a class of positions; and completes "Candidate's Statement of Availability." Upon notification of eligibility by the Human Resource Services Division, reports for selection interviews according to instructions.
2. **Human Resource Services Division** establishes qualified candidate pools and notifies all applicants of application results. When vacancies occur, certifies names of top ten available candidates in the qualified candidate pool for that class and position.
3. **Principal, department head, or other responsible management employee** may interview employees with approved transfer requests *prior* to interviewing the ten certified candidates. Interviews, as desired, certified candidates and notifies the Human Resource Services Division of selection; notifies unsuccessful candidates who were interviewed that they were not selected.
4. **Human Resource Services Division** arranges for effective date of appointment (Procedure 7480), and processes candidate for employment.

#### **E. FORMS AND AUXILIARY REFERENCES** (Provided by the Human Resource Services Division)

1. Application Forms
2. Candidate's Statement of Availability

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3. Classified Employee Transfer Request form
4. Employment Regulations for the Classified Service of the San Diego Unified School District

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education