

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4211

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Recruitment and Selection

Position vacancies involving the replacement of classified employees shall be filled in accordance with the following policy:

Recruitment and screening shall be conducted by the Director of Human Resources in accordance with the Affirmative Action Plan adopted by the County Superintendent and the hiring procedures outlined in the Administrative Procedures.

Recruitment of personnel for restricted positions shall be limited to individuals classified as severely handicapped, who have successfully completed a training program designed to provide competence in the restricted position.

Every effort shall be made to employ the best qualified persons for all classified positions.

Class specifications for classified positions shall be prepared by the Director of Human Resources.

Notices of position vacancy shall originate with the Director of Human Resources and be distributed with the approval of the Superintendent.

In all instances, the minimum qualifications for any announced vacancy must be met by all persons considered for the position.

Screening of applicants and interviews shall be conducted by the Director of Human Resources, or a designated representative, and shall include the Director or a designated representative to whose department the applicant may ultimately be assigned.

Recommendations for employment shall be made to the Superintendent, contingent on verification of eligibility to work. Verification shall be in compliance with the Immigration Reform and Control Act of 1986.