

Classified Personnel

RECRUITMENT AND SELECTION

The superintendent or designee shall determine the personnel needs of the district. He/she shall locate suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficient running of district operations. The superintendent or designee will make recommendations to the Governing Board for employment.

The Superintendent shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that employees are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference or unlawful discrimination.

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for the position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalist. All discussions and recommendations shall be confidential in accordance with law.

No inquiry shall be made with regard to the age, race, color, religion, sex, national origin or with regard to any category of discrimination prohibited by state or federal law of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

(cf. 4111.1/4211.1 – Affirmative Action)

District employment practices shall not discriminate against authorized aliens. Legally-required inquiries to assure employment eligibility status shall be made in accordance with Board policy and administrative regulation.

(cf. 4111.2/4211.2/4311.2 – Legal Status Requirement)

The superintendent shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

(cf. 4112.4/4212/4/4312/4 – Health Examinations)

Legal Reference:

EDUCATION CODE

200-261 *Prohibition of discrimination on the basis of sex*

44066 *Limitations on certification requirement*

45103-45138 *Employment (classified employees)*

49406 *Examination for tuberculosis*

CODE OF REGULATIONS, TITLE 5

Board Policy 4211(b)

30-31 Affirmative action employment programs

TITLE VII

Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Adopted: August 24, 1993

Revised: 12/12/12

Reviewed: 11/15/94

WEST SONOMA COUNTY UHSD

Sebastopol, California