
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2405
VACANCIES - CLASSIFIED

A Personnel Requisition & Exception Form must be completed by the site or department requesting that a classified vacancy be filled. The procedure for filling vacancies begins when the requisition & exception form has been approved by Fiscal Services and other departments as appropriate and is received in the Division of Human Resources.

TRANSFER

“Transfer” is the horizontal movement of an employee from one job to another in the same class and at the same salary and is not an opportunity for a promotion.

CSEA 125 & 143 -- For vacancies that are advertised within the District, employees who have transfer requests on file are interviewed first. Employees must meet minimum qualifications for the position. Names of those with an approved transfer on file will be sent to hiring managers who will organize and schedule interviews.

SEIU - Custodians and Gardeners may place transfer requests on file. When an opening occurs, if transfer requests are on file, an interview is given to the requesters to fill the position. Selections for transfers for Gardener & Custodians are made by the Operations Department.

ADVERTISING

CSEA 125 & 143 and SEIU - If individuals from the transfer pool are interviewed and found to be unacceptable, the position is advertised within the District. After advertising within the District, Crafts vacancies are posted at the appropriate union hall. Job advertisements are developed by the Division of Human Resources and sent to all District sites and departments to be posted for five days. Employees are invited to apply. The job ads state that all employees are invited to apply, even though they may not meet minimum qualifications or may be in probationary and substitute status. This does not mean that each applicant will be given an opportunity to interview. An interview will be granted only if there are no other fully qualified applicants and/or if applicants interviewed were not acceptable.

Confidential & Supervisory Positions - These positions may be advertised within the District and to the general public. The internal process is the same as that for CSEA 125 & 143. An application must be submitted online to apply for these positions. All employees will interview on the same day if they have met the minimum qualifications.

SCREENING

On the date the job advertisement closes, personnel files of applicants are screened for minimum qualifications. Applicants who do not meet minimum qualifications are notified of disqualification by letter. Letters are mailed at least three days prior to the interview process.

INTERVIEW AND SELECTION

After completion of the screening process, the Division of Human Resources is responsible for providing the appropriate supervisor with a list of the applicants to be interviewed. Sites are

Fresno USD DIVISION OF HUMAN RESOURCES
HR 2405
VACANCIES - CLASSIFIED

responsible for contacting applicants with an interview date and time. Interviews are conducted in the following order:

1st Interviews Permanent district employees who meet minimum qualifications.

2nd Interviews If a selection is not made during the first level interviews, the supervisor must submit a memo to the Division of Human Resources with detailed justification for not selecting applicants who meet minimum qualifications. If the justification is reasonable, probationary employees who have applied and met the minimum qualifications will be scheduled for an interview.

3rd Interviews If a selection is not made during the second level interviews, the supervisor must submit a memo to the Division of Human Resources with detailed justification for not selecting District applicants and requesting to go to the next level. If the justification is reasonable, substitute employees who met minimum qualifications will be scheduled for an interview.

After completion of interviews (at any level), the supervisor must notify the Division of Human Resources of the person selected to fill the position. The Division of Human Resources then contacts the successful candidate by telephone to make the job offer and places the name of the successful candidate on the job selection phone line.

Note: Per SEIU Article 36, 1.B – When an opening comes up that has been requested by someone, that position must be filled by the principal/supervisor after interviewing the three most senior employees desiring the position.

References:

BT Collective Bargaining Agreement - Article 22

IAMAW – see BTU above

CSEA Collective Bargaining Agreement - Articles 13 & 19

SEIU Collective Bargaining Agreement - Articles 24 & 36

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
Revised: January 17, 2017
Admin reviewed: March 22, 2017
Fresno, California