



GDEA - POSTING AND ADVERTISING OF CLASSIFIED STAFF VACANCIES

The office of personnel services shall make announcements about new or vacant jobs available for posting at every work site, at the Support Services Center, and at locations in the community such as the Job Service Center. Job vacancies shall also be announced on the 24-hour "jobline," providing brief descriptions of the district's current vacancies. This job posting requirement may be waived between August 15 through September 20 of each year, or when the previous employee left the position without notice.

All current district employees may apply for any vacancy by submitting either a new classified employment application or an updated resume.

The district's first commitment is to the development of current employees. When a position is designated as "in-district only," the applicant pool shall be restricted to current district employees. Supervisors may request that personnel services advertise a position as "in-district only" when there are enough well-qualified current employees to fill the vacancy.

Current practice codified 1994

Adopted: May 22, 1995

Revised: August 11, 1997