

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

**4441.2 Position Announcements**

- A. When a current or anticipated vacancy in the classified service is authorized to be filled by examination and an appropriate eligibility list does not exist, the Director, Human Resources shall direct the posting of an announcement of an examination to establish an eligibility list. The position announcement shall contain the following information:
1. Classification title and a description of the scope of duties and responsibilities of the position.
  2. Minimum qualifications required, including special qualifications such as (but not limited to): the ability to speak, read, or write a language in addition to English; or possession of a valid driver's license.
  3. Rate of pay.
  4. General location of assignment.
  5. Categories of applicants who are eligible to apply for the position (i.e. SBCEO classified employees who have achieved permanency or all applicants).
  6. Deadline for filing an application, if applicable.
  7. General information about the examination process.
  8. Type and duration of the eligibility list that will be established from the examination.
  9. Whether the examination is eligible for veterans' preference.
  10. Non-discrimination statement, consistent with SBCEO Board Policy.

Such other information as will assist applicants in fully understanding the nature of the position and the application and selection process may also be included, at the discretion of the Director, Human Resources.

Reference:

Education Code Sections 45278 and 45292

Approved: August 26, 1982  
Revised: August 31, 1992  
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