



## PERSONNEL – CLASSIFIED EMPLOYEES

### BOARD POLICY – RECRUITMENT AND SELECTION

BP 4211

The County Board of Education and the County Superintendent of Schools are committed to employing suitable, qualified individuals to effectively carry out the SBCEO's vision, mission, and goals.

The County Superintendent of Schools or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Recruitment and selection processes and procedures for classified employees shall be consistent with personnel commission rules.

During final job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The County Superintendent of Schools or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. The Superintendent or designee shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which the applicant is applying. (Labor Code 432.3)

### **Incentives**

With County Superintendent of Schools or designee approval and in accordance with SBCEO needs, the SBCEO may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

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#### **Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### **State**

Ed. Code 200-262.4  
Ed. Code 35035  
Ed. Code 44066

#### **Description**

[Prohibition of discrimination](#)  
Powers and duties of the superintendent; transfer authority  
Limitations on certification requirements

Ed. Code 44259	Teaching credential, exception; designated subjects; minimum requirements
Ed. Code 44750	Teacher recruitment resource center
Ed. Code 44830-44831	Employment of certificated persons
Ed. Code 44858	Age or marital status in certificated positions
Ed. Code 44859	Prohibition against certain rules and regulations re: residency
Ed. Code 45103-45139	Employment (classified employees)
Ed. Code 49406	Examination for tuberculosis
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 12940-12957	Discrimination prohibited; unlawful practices
Gov. Code 6250-6276.48	Public Records Act
Gov. Code 815.2	Liability of public entities and public employees
H&S Code 53570-53574	Teacher Housing Act of 2016
Lab. Code 432.3	Salary information

**Federal**

20 USC 1681-1688	Discrimination based on sex or blindness, Title IX
28 CFR 35.101-35.190	Americans with Disabilities Act
34 CFR 106.51-106.61	Nondiscrimination on the basis of sex in employment in education program or activities
42 USC 12101-12213	Equal opportunity for individuals with disabilities
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
5 USC 552	Freedom of Information Act
8 USC 1324a	Unlawful employment of aliens
8 USC 1324b	Unfair immigration related employment practices

**Management Resources**

CCSESA Publication

Court Decision

Website

Website

Website

Website

Website

Website

Website

**Description**

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

[California County Superintendents Educational Services Association](#)

[Commission on Teacher Credentialing](#)

[Education Job Opportunities Information Network](#)

[Teach USA](#)

[U.S. Department of Education](#)

[U.S. Equal Employment Opportunity Commission](#)

[California Department of Fair Employment and Housing](#)

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ADOPTED BY COUNTY BOARD:  
REVISED:

November 3, 2022