

Panama-Buena Vista Union School District

KATIE RUSSELL, Ed.D.
District Superintendent

4200 Ashe Road
Bakersfield, Ca 93313
(661) 831-8331 FAX (661) 398-2141



BOARD OF TRUSTEES

Bryan Easter
Linda Garcia
Paula Van Auken
Tom Webster
Keith C. Wolaridge

DATE: July 25, 2024

TO: P-BVUSD Administrative Support Assistant

FROM: Melissa Brown, Director of Human Resources

CC: Mike Buckey, Director of MOG
Selena Garza, CSEA Chapter President

RE: Transfer

The following position is officially open for the 2024 - 25 School Year:

Administrative Support Assistant 8 hours DOE/MOG

Current Administrative Support Assistants are eligible to submit a request for transfer for this position. If you are interested in being considered for this position, please submit a **"Classified Employee Request for Voluntary Transfer."** Voluntary transfers within a classification will apply only to those employees who have attained permanent status and who work 4 (Four) or more hours daily. Please submit your request to the Human Resources Department no later than **3:00 p.m. August 1, 2024.**