

APPLICATION AND TESTING INFORMATION

When you apply for a classified (non-teaching) position, your application will be checked for minimum qualifications as posted on the job announcement and listed in the position description. A position description (commonly called “job description”) is the document that lists the title of a specific job; the essential duties and functions; the minimum qualifications (education and experience required); the salary grade (how much you are paid); the knowledge, skills and abilities required for the position; and licenses and/or certifications required. Job descriptions are available for review in the “Classified” section of our website under the HR Tab. All tests for open positions (written, oral and/or performance) are based on the job descriptions.

You will receive notification from Human Resources if you do not meet the minimum qualifications. You may appeal to the Personnel Commission if you feel this is incorrect. If you meet minimum qualifications, you will be notified using your email address of the date, time and location of the written test by Human Resources. If you do not have an email address, we will notify you via US mail or telephone. After that, you must call the Human Resources Office if you want test results (if you do not have an email address). The Human Resources Office cannot be responsible for electronic messages that are not received or read by candidates. Our test dates are posted in the job announcement. It is up to the candidate to contact us if no communication has been received about the status of an application.

Everyone is required to take two of three tests regarding your knowledge of the position: a written test, a performance test or an oral examination. A 70% or higher score is required in the first test before you can take the second examination. Your answers or knowledge and skills will be scored and you must have a combined score of 70% or higher from both examinations. Once this is done, you are placed on an “Eligibility List” based on highest scores to lowest scores, with the No. 1 rank belonging to the candidate(s) who scored highest when both test scores are combined. You will receive notification of your overall rank (#1, #2, #3, etc.) after completing both tests. The “Eligibility List” is good for one year.

The top three highest scoring ranks of candidates are sent for a final interview with the department or school site where the vacancy exists. The department or school site must hire one of the candidates sent for the interview. If you are not selected, you will be called for an interview if/when another vacancy becomes available during the time the “Eligibility List” is valid (one year). If you did not score high enough to be one of the top three ranks of candidates, you will be called for an interview if/when a new vacancy becomes available as we move down the “Eligibility List” of candidates.

Once you are offered a position with Sanger Unified, the hiring process begins with the following:

- 1) The Human Resources department will contact you regarding a fingerprint appointment with the Fresno County Office of Education. All employees of school districts in California are required to have their fingerprints taken as certain offenses (usually drug or sex offenses) bar you from working for a public school district. Sanger Unified does not employ persons with any kind of felony convictions.
- 2) You must provide documentation showing you are free from tuberculosis. This is also a California school employee requirement which must be done prior to starting your new job. The Human Resources department will provide you with information on where to get a TB skin test.

- 3) Payroll documents will be completed in the Human Resources Department. Valid identification and a Social Security Card are required.
- 4) A meeting with the Associate Superintendent of Human Resources.

Officially, a candidate is hired upon clearance and completion of steps 1-4 and his/her name being ratified by the Governing Board of Sanger Unified.

New employees will be scheduled for a new hire orientation a few weeks after their employment. Employees will receive information regarding salary, sick leave, vacation, retirement and health benefits, if applicable. Employees working more than 30 hours per week are entitled to paid health and welfare benefits, after six months, with the employee paying a portion of the costs. Employees are paid once monthly on the last day of the month for that month.

Employees have first rights to apply for promotional positions as vacancies occur, before they are posted outside of the school district.

Please contact the Personnel Commission office Monday through Friday from 8 a.m. to 5 p.m. at 524-6521 for questions.