



Personnel Commission
(supporting education through merit)

CLASSIFIED EMPLOYMENT PROCEDURE

Classified employment includes all positions in the school district designated as classified by the State of California Education Code §45256. This category includes all non-Credentialed and non-exempt positions including Child Nutrition, Clerical Support, Community Relations, Fiscal Services, Human Resources, Instructional Support, Maintenance & Operations, Purchasing & Warehouse, Technology, and Transportation.

The recruitment and examination processes are governed by the Personnel Commission in compliance with the merit system provisions of the Education Code to ensure that all qualified candidates are given equal opportunity to demonstrate their relative fitness in relation to the skills, knowledge and abilities required for the job.

Step 1 - Application Process

Individuals seeking employment must submit a completed application before the deadline when a recruitment is posted.

General Information:

The Oxnard School District is committed to equal opportunity for all individuals and encourages applications for employment for all persons regardless of race, religious creed, age, medical condition, marital status, color, ancestry/citizenship, sexual orientation, national origin, political affiliation, physical or mental disability, pregnancy, childbirth or related medical condition, or sex (gender identity).

The Commission office conducts recruitments for positions which currently are, or will be, vacant in the District. These recruitments and job postings provide general information concerning the position, salary range, deadline for applications, and the required minimum qualifications. Job postings can be found on the District website and information concerning recruitments is distributed to various outside agencies as well as all District offices, schools, and employees by way of District e-mail.

All applications are accepted online only on the District's website located at www.oxnardsd.org under the "Jobs > Classified Jobs" menu option.

In order to be notified when a job is posted and applications are being accepted, all potential applicants are encouraged to complete a "job interest card" by clicking the "Email me when jobs like this become available" link on the job description page of the job they are interested in. Job descriptions can be found on the District's website located at www.oxnardsd.org under the "Jobs > Job Descriptions" menu option.

All District employees (hourly or monthly) have the privilege of taking an examination for District positions during working hours without loss of pay. Candidates must notify their supervisor at least one (1) day before the examination in order to be absent from work in order to participate in the examination..

Completing the Application:

All applications must be completed online. Please refer to the Personnel Commission/Classified Human Resources "How To Apply Online" document for a step-by-step guide through the process.

Online applications are stored on a secure site. Only authorized employees and hiring managers have access to the information submitted.

Tips for Applicants:

- Read the job announcement to see if you meet the requirements, then show clearly on the application all previous work experience, education and training which qualify you for the job.
- Answer all questions completely and accurately. Read the entire job announcement bulletin. **NOTE THE APPLICATION DEADLINE.**
- False statements are grounds for rejection of application and/or removal from an eligibility list.
- The application is part of the selection process and is part of your total evaluation of acceptability for employment and dismissal from employment.
- It is **your** responsibility to update your e-mail address and other pertinent information on your account.
- If you have a disability that may require an accommodation in any of the selection procedures, please notify the Classified Human Resources department in writing and attach the request to your employment application.

Work Experience

- Read the experience requirements in the employment bulletin before completing the "Work Experience" section.
- Begin with your most recent job.
- Account for all employment and any periods of unemployment in the last 10 years. Include self-employment, military service, and volunteer work related to the job for which you are applying. Include additional work experience more than 10 years ago if you feel it will help you qualify for the job you are seeking.
- Resumes are **NOT** accepted in place of any part of the application.

Step 2: Application Screening

Applications are reviewed to determine if candidates meet the minimum qualifications stated on the job posting.

All candidates are expected to meet the entrance requirements/minimum qualifications by the posted filing deadline for the recruitment in order to be considered. Applications must show **all** relevant education and experience. Letters of recommendation and resumes may be attached, but are **not** a substitute for fully completing the application. All information given will be subject to verification.

All required documents (as noted on the job posting) must be attached to the application. These documents typically include proof of education (such as college transcripts, certificates, etc.) or special licenses or certificates (such as a Class B Driver License, School Bus Driver certificate, etc.)

When screening applications, a year of experience is interpreted as the equivalent of a normal year of work for an average position in the classification. For example, if a Paraeducator I generally works 10 months and 20 hours per

week during a year, that would be the standard by which a year of experience would be screened on candidate applications.

Applicants deemed to not have met the entrance requirements for the position will be notified via e-mail. A candidate may provide additional information or appeal the disqualification within seven (7) calendar days of the date the notice was sent by following the process outlined in the disqualification notice. Candidates meeting the entrance requirements will be invited to the examination process.

Candidates who pass the application screening will be invited via e-mail to take part in the examination process. Notices will state the date and time of the exam part, or if multiple times are available, will invite candidates to follow a link in order to schedule his/her appointment time.

Step 3: Examination Process

All examinations are related to the competencies (combination of knowledge, skills, abilities, and traits) required for the job and may consist of skill tests, written tests, interviews, performance tests, supplemental applications, in-basket exercises, training & experience evaluations, or other applicable assessments.

The Personnel Commission may use one or more of the following testing methods:

- **In-Baskets:** These exams are multi-faceted and provide opportunities for candidates to perform duties and use independent judgment as they would in a day at work.
- **Oral Examinations (Interviews):** Structured interviews are conducted in order to assess a number of competencies including “soft skills” such as relationship building and teamwork. All panels consist of at least two (2) panelists who are qualified to rate the candidates’ performance. Panel members are selected from individuals who have in-depth knowledge of the position and may include individuals who currently hold or currently supervise the target job. Panelists evaluate each candidate based on their related qualifications.
Note: All interviews are electronically recorded in compliance with Education Code provisions. This ensures that the interview process is structured and consistent across all candidates and the questions asked are job-related. The recording of the interviews also ensures that no illegal discrimination takes place. These recordings are retained for a 90- day period following completion of the oral interview and are used to resolve any protests.
- **Performance Tests:** Hands-on tests are used normally for custodial and trades positions and cover physical activities such as operating tools or equipment, use of safety procedures, sanitation, etc.
- **Skills Tests:** Computer skills assessments are commonly used to qualify candidates for clerical and technical positions.
- **Supplemental Applications:** These materials are used as qualifying tests or tools in the application review process. In some cases answers to supplemental questions will be used as part of a **Training & Experience Evaluation** in which subject matter experts will review the training and experience of candidates after all identifiable information (name, etc.) has been removed.
- **Written Tests:** Multiple-choice tests and writing exercises normally measure specific knowledge and abilities necessary to satisfactorily perform the duties of the job.

Other testing methods may be used by the Personnel Commission as long as they are job related. Normally, all examination processes include interviews.

Candidates must obtain a passing score on **each** exam part in order to continue in the examination process and ultimately be placed on an eligibility list. Passing scores vary depending on the candidate population, type of test, difficulty of the test, and scope of the exam part. Failure of any exam part constitutes failure of the examination.

Step 4: Exam Protests

Following an exam part, a candidate may protest said exam part during a specified time frame.

All candidates have the right to protest any part of the examination to the Director of Classified Human Resources and in accordance with standardized procedures. The time period for each type of protest varies depending on the nature of the protest and type of test he/she is protesting. For more detailed information, please refer to the Personnel Commission/Classified Human Resources “Protests & Appeals” document.

All candidates have the right to appeal the denial of a protest to the Personnel Commission. The decision of the Personnel Commission shall be final in regards to examination protests. For more detailed information, please refer to the Personnel Commission/Classified Human Resources “Protests & Appeals” document.

Step 5: Eligibility Lists

Candidates who pass all exam parts will be placed on an eligibility list.

Candidates placed on the eligibility list shall be ranked in descending order of the total score they achieve on the examination plus any applicable Seniority or Veteran’s Credit. For example, a candidate with an overall final score of 90% will be ranked above a candidate with an overall final score of 85%.

All recruitments are posted in one of four ways as described below. Please refer to the specific job postings to determine the nature of the recruitment.

- **Promotional Only:** Promotional candidates who attain a passing score on each exam part will be placed in rank order on an eligibility list. Individuals who are not current employees of OSD or on a current re-employment list may not apply for these examinations.
- **Open:** Candidates who attain a passing score on each exam part will be placed in rank order on an eligibility list. These examinations are open to current employees and the public.
- **Open/Promotional with Promotional List Taking Precedence:** Promotional candidates who attain a passing score on each examination part will be placed in rank order on an eligibility list after promotional credits are added to the composite test scores. Open candidates (not current permanent employees of OSD) who attain a passing score on each examination part will be placed in rank order on an eligibility list after all promotional candidates. These examinations are open to current employees and the public.
- **Open/Promotional with Dual Certification:** Candidates who attain a passing score on each examination part will be placed in rank order on an eligibility list after promotional credits are added to the composite test scores of promotional candidates. These examinations are open to current employees and the public.

Candidates who are successful in the examination process and placed on an Eligibility List may receive Seniority Credit or Veteran's Credit as determined below. These additional points are added to the final combined scores of candidates who have passed all exam parts. Seniority and Veteran's Credits are **not** added to individual test scores and have no effect on whether a candidate passes or fails an exam part.

- **Seniority Credit:** Eligible promotional candidates may receive Seniority Credit. This credit is accrued at a rate of one half-point (0.5) per year of service up to a maximum of five (5) points. This credit is applicable only in the case of a Dual Certification recruitment as described above.
- **Veteran's Credit:** For entry-level examinations only, additional credit is added to the composite passing score of veterans for war service (5 points) and disabled veterans (10 points) upon presentation of proof of veteran status. A copy of your form #DD214 and any other applicable documents must be submitted at the time you submit your application or before the first examination part.

Once created, eligibility lists are typically established for a one (1) year period, but may be created for a period of six (6) months with approval of the Personnel Commission and notification on the job posting. Eligibility lists may be extended for an additional year if there are sufficient candidates on the list to continue to meet the needs of the District. An eligibility list may also be terminated within the initial life of the list if there are fewer than three (3) ranks remaining of candidates who are ready and willing to accept a position.

If you are successful in the examination process, your name will be placed and remain on the eligibility list until you are hired, make yourself unavailable, cannot be contacted, or the list expires or is abolished.

Step 6: Selection

A final selection will be made from the top three ranks of eligibles who are ready and willing to accept the position.

Once a candidate is placed on an eligibility list for a position, the Classified Human Resources department will certify the top three (3) ranks of eligibles to the hiring authority for a final interview. Any candidate certified in the current top three (3) ranks may be hired for the position.

Candidates will be contacted for a final interview as vacancies become available and in accordance with interview times and dates provided by the hiring authority for each position. Once contacted for an interview, candidates must reply within twenty-four (24) hours or they will be considered to have waived the opportunity to interview for the specific position. Candidates may waive the opportunity to interview three (3) times before being removed from the eligibility list. Candidates who cannot be contacted due to incorrect contact information on file (telephone and e-mail address) will be removed from the eligibility list.

For Open/Promotional with Promotional List Taking Precedence examinations, open candidates (not current permanent employees of OSD) will only be considered when there are fewer than three ranks of promotional eligibles.

For classes designated as Senior Management, an unranked eligibility list will be created. For these positions, final selection will be made from all available eligibles.

In accordance with the California School Employees Association and Oxnard School District collective bargaining agreement, only the first rank from an eligibility list will be certified in the case where there is a transfer candidate

(current employee working in the same classification at a different department/site) for a position who has submitted a transfer request during the designated transfer timeline.

Step 7: Appointment

Conditional Offer of Employment: Candidates selected to fill a position will receive a conditional offer of employment pending clearances as outlined below. It is at this time that a candidate may request **Advanced Step Placement**.

- **Advanced Salary Step Placement:** Candidates selected to fill a position are typically offered the position at Step A of the appropriate salary range for the position for which they have been selected. A candidate who has received a conditional offer of employment may request advanced salary step placement up to Step D of the corresponding salary range based on additional experience and/or education beyond what is required for the position. Such a request should be made in writing within twenty-four (24) hours of a conditional offer and is subject to approval by the Director of Classified Human Resources and the Board of Trustees of the Oxnard School District.

Prior to an official offer of employment, selected candidates must be cleared in the following areas:

- **Physical Examinations:** The District reserves the right to require a prospective employee to pass a physical examination by a qualified medical doctor (physician) prior to or during the first 60 days of employment.
- **Freedom from Active Tuberculosis:** All selected candidates must provide verification of being free from active tuberculosis prior to employment.
- **Fingerprints and Criminal Identification:** State law requires that all selected candidates be fingerprinted to check for and/or verify conviction records. A record of conviction will not automatically disqualify you from employment, however, convictions for certain crimes will disqualify you. Failure to disclose any conviction which has not been officially expunged per California Penal Code §1203.4 on your employment application will result in disqualification or dismissal.
- **ARMATUS Training:** All selected candidates must complete the online ARMATUS Abuse Prevention training prior to employment.
- **Mandated Reporter Training:** All selected candidates must complete the online California Mandated Reporter training prior to employment.
- **Reference Check:** All selected candidates will have a reference check conducted prior to employment.

Once a candidate has received full clearance as outlined above, an official offer of employment will be made and a start date will be determined. In accordance with Education Code §45301, new employees must serve a six (6) month / 130 working day probationary period, during which time the employee must demonstrate an overall satisfactory performance. Failure to do so shall result in the employee's termination without right of appeal. Employees in classifications designated as management must serve a probationary period of one (1) year.

Health & Welfare Benefits Upon Appointment: Candidates selected to fill positions working six (6) or more hours per day will receive Medical, Dental, and Vision benefits. As of the present time, the monthly employee contribution for Health & Welfare benefits is **\$481.65** for CSEA members and **\$412** for Management. This amount

will be deducted from an employee's pre-tax pay. If an employee is scheduled to work fewer than 12 months, the annual amount of the employee contribution will be prorated across the months in which the employee is scheduled to work.