

## BOARD POLICY

Classified Service, Employment Opportunities in

The personnel director shall prepare, or cause to be prepared, an employment opportunity announcement bulletin to publicize examinations. The announcement shall contain, but not be limited in content to, the following:

- A. The class title
- B. The nature of the work to be performed
- C. Required experience and training
- D. The salary range applicable
- E. The place and time to file applications
- F. The time after which applications may no longer be filed
- G. An equal opportunity statement
- H. Information as to whether the examination is open to employees only, open to employees and the general public with the promotional list taking preference, or open to employees and the general public with the selection process resulting in one integrated eligibility list.

The bulletin shall be circulated widely and posted in all schools and departments.

The bulletin shall be released from the Office of Personnel Services at least 15 working days prior to the last date for filing applications.

Ref: EC Sections 45276, 45278

Adopted: February 1, 1977

Revised: August 27, 1979

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