

---

CERTIFICATED HIRING PROCESS (PSL-P009)  
Sacramento City Unified School District

---

**1.0 SCOPE:**

- 1.1 This procedure discusses the process of hiring certificated employees.

**2.0 RESPONSIBILITY:**

- 2.1 Analyst
- 2.2 Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 SCTA – Sacramento City Teachers Association (Certificated).
- 4.2 PR – Posting request.
- 4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.4 Iron Mountain Records Management (Iron Mountain) – Vendor that houses all of the Sacramento City Unified School Districts personnel employment records/files.
- 4.5 Warehouse – Location of very old personnel files.
- 4.6 Position Vacancy Requisition – Form used to request that a position be established and/or added into the ESCAPE System.
- 4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.8 Analyst—Personnel Analyst.
- 4.9 T.B—Tuberculosis test slip.

**5.0 PROCEDURE:**

- 5.1 Analyst receives posting request from site administrator due to resignation, retirement, leave of absence, or new position.
- 5.2 Analyst confirms vacancy is valid through authorized position control.
- 5.3 Position Vacancy Requisition is forwarded to the Personnel Technician to post vacancy per SCTA contract. (PSL-W031)
- 5.4 Credential Specialist retrieves the list of applicants that applied for the vacancy, screens applicants for required credentials, and forwards applicant list to Analyst. (PSL-W030)
- 5.5 Analyst reviews and refers the applicants to site administrator based on SCTA Contract (see Article 8 – Transfers Contract). (PSL-W030)
- 5.6 Analyst receives and reviews the recommendation from site administrator for job offer.

---

CERTIFICATED HIRING PROCESS (PSL-P009)  
Sacramento City Unified School District

---

- 5.7 Analyst or Personnel Technician III will offer the employment to the recommended applicant.
- 5.8 Analyst will prepare certificated contract and Benefits Authorization Form for new employee to sign.
- 5.9 New employees are given instruction on requirements necessary for employment, i.e., fingerprints, T.B. tests, orientation, etc. (pre-employment packet) (See PSL-W034)
- 5.10 When all paperwork is complete, Analyst will forward to

