



5.70.020-AD Recruitment And Selection – Procedures

- (1) **Responsibility**. The District Office of Personnel Services shall be responsible for the recruitment and selection of all classified employees.
- (2) **Staff Needs**. Recruitment and selection of classified personnel shall be based on the staff needs, as determined cooperatively by the respective department heads and members of the superintendent's staff.
- (3) **Procedures**. The Office of Personnel Services shall be responsible for establishing and maintaining an eligibility list for all classified positions.
 - (a) All appointments to classified positions shall be made from the eligibility list for such positions.
 - (b) The Office of Personnel Services shall issue notifications of employment and dismissal.

Policy Implemented:

History: Adpt. 6/71; Amd. 11/72; Amd. 8/73; Amd. 10/83