
CLASSIFIED RECRUITMENT FAIRE (PSL-P008A)
Sacramento City Unified School District

1. SCOPE:

- 1.1. This procedure discusses the process used to implement a Classified Recruitment Faire.

2. RESPONSIBILITY:

- 2.1. Director of Human Resource Services
- 2.2. Personnel Analyst
- 2.3. Human Resource Services Staff

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3. APPROVAL AUTHORITY:

- 3.1. Director of Human Resource Services

4. DEFINITIONS:

- 4.1. HRS—Human Resource Services.
- 4.2. Service Employees International Union Local 790 (SEIU.)
- 4.3. TRD—Transportation Department.
- 4.4. MO—Maintenance/Operations Department.
- 4.5. RM—Risk Management Department.
- 4.6. CDD—Child Development Department.
- 4.7. SCUSD—Sacramento City Unified School District.

5. PROCEDURE:

- 5.1. HRS will set-up initial meeting with SEIU, TRD, MO, RM, and CDD to discuss the following:

- 5.1.1. Place, time, dates, booth assignments, speakers, presentations, hand-outs, gifts, 019 Tw 17.68C BT/TT6

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6.3.5.Current Vacancy Notices. (posted on the SCUSD internet)

7. RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Material provided by the departments	HRS office	Within that time period	Discard as Desired	Access Limited to HRS staff

8. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
01/26/05	B	Revision
10/08/07	C	Approval Authority department name change

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