



PUSD

Pasadena Unified School District

PERSONNEL COMMISSION

FREQUENTLY ASKED QUESTIONS AND ANSWERS (FAQ & A)

- ◆ HOW TO APPLY FOR A CLASSIFIED PUSD JOB
- ◆ EXAMINATION PREPARATIONS
- ◆ LAYOFFS
- ◆ CLASSIFICATION

- **HOW TO APPLY FOR A CLASSIFIED (i.e., non-teaching) PUSD JOB**
How to apply for a classified job with the Pasadena Unified School District (PUSD)

Common Questions from Potential Applicants and Current Employees

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- If I am a Senior Clerk Typist and have never worked as a Clerk Typist, can I still bump down to a Clerk Typist since they are in the same job family?
- If I made a lateral transfer from one classification to another, how would my seniority be affected?
- If a classification I once held was abolished, how is my seniority affected?
- If I should quit and later be reinstated, how is my seniority affected?
- What is the purpose of a classification study?
- Why does Personnel Commission periodically revise classification specifications?
- Where can I find the Personnel Commission Rules?



Merit Principles

Employment in PUSD's classified service is based upon merit system principles as defined by the California Education Code, federal law and the rules and regulations of the Personnel Commission.



Who's Who in the Personnel Commission

The Personnel Commission is an independent body composed of three persons appointed for three-year staggered terms. Mr. John Madden, Chairperson is the joint Commission appointee since 2005; Mrs. Cheryl Lewis, Vice Chair is the Board of Education appointee since 2000; and Ms. Barbara Reagan, member is the CSEA appointee since 2003. The Commission staff consists of: Dr. Cy Chukwumezie, Director of Personnel Commission; Daver Rodriguez, Personnel Analyst, Jouslynn Griffin, Personnel Specialist; Silvia Busailah, Senior Personnel Clerk.



How will I know if a job is open for recruitment?

Individual job announcements are electronically mailed to PUSD office managers and employees when positions open for recruitment, as well as being listed on the PUSD web site at: <http://www.pusd.us>. Job announcements are also posted on employee bulletin boards by office managers at various school locations throughout the Pasadena Unified School District.



How do I find out about the job, duties, requirements and type of examination?

Job announcements may be picked up at the Personnel Commission Office at 351 S. Hudson Avenue, Room 118, Pasadena, CA 91109. Job announcements are an excellent source of information that lists the salary, duties of the job, the requirements necessary to qualify for the examination, the type of examination to be given, special requirements and most importantly, the time/date by which applications must be submitted. Class specifications describing all classified jobs are available for review in the Personnel Commission office. The education and experience required for a job are listed on the job announcement. Read the requirements carefully. The job may require college course work, a specified amount of experience, license, certification, or skill, knowledge and ability in specific areas. This should help you determine if you meet the requirements of the job. If in doubt, it is best to submit your application and the Personnel Commission staff will evaluate your experience and determine whether or not you meet the requirements.

➤ **How do I file an employment application?**

You may obtain an application at the Personnel Commission Office at 351 S. Hudson Avenue, Room 118, Pasadena, CA 91109. Applications are also available on PUSD web site. All completed application materials must be returned to the Personnel Commission Office by the posted closing time and date as listed on the job announcement in order to be considered for the next scheduled examination. Some recruitments are promotional only, which means that only current PUSD regular employees may apply. It is a good idea to keep a copy of the application materials you submit and the job announcement to assist you in preparing for any test and/or interview that may be required. A copy of your application that has been time-stamped by the Personnel Commission Office staff is considered proof of submitting your application by the closing date. The employment application is part of the testing process and becomes confidential material that is the property of the Pasadena Unified School District. Once the employment application is submitted to the Personnel Commission Office, it cannot be returned to you or copied for you.

➤ **If I want to apply for more than one job, do I have to file more than one application?**

Yes. A separate application must be submitted for each job you wish to apply. Please note that some jobs also require a supplemental application. Read the job announcement bulletin to see if a supplemental application is required for the job you want to apply for.

➤ **How often can I apply for the same job?**

If it is open for recruitment you may file an application anytime; however, you will not be allowed to retest until after a three-month period has elapsed since your last application was evaluated or since you last tested for that classification.

➤ **Does where I live affect how to apply for a job with PUSD?**

All of the jobs are located within PUSD geographical area. None of our classified jobs are however restricted based on place of residence.

➤ **How does the Personnel Commission determine if I qualify for this job?**

The Personnel Commission representative assigned to the recruitment reviews the application materials submitted. These materials may include a special supplemental questionnaire, a list of college and/or training courses or a check list of experience. For your application to get the consideration it deserves, it is very important that you fill out the application materials completely, even if you attach a resume. Do not state "see resume" when asked to describe your responsibilities and experience. Your qualifications will be evaluated on the basis of information you provide on the application. Your resume will be reviewed only for clarification purposes. Frequently, a Supplemental Application will be required so that you can more fully explain specific experience or qualifications. The supplemental questionnaire focuses on the key responsibilities of the position for which you are applying and allows you to elaborate on your previous experience/training in areas of particular relevance to the job. Resumes, letters of reference, certifications, etc., may be attached, but only your responses to the areas in the questionnaire or application will be evaluated. Include not only paid work experience, but all other experience which may apply to the job, i.e., volunteer experience, licenses, professional affiliations, classes you have taken, training you have received and any other special qualifications. Failure to include all information requested could result in the rejection of your application. With accurate and complete information, we will be able to determine whether you meet the minimum qualifications for the job class. However, qualifications beyond the minimum requirements may be necessary to qualify you for placement on the eligible list. Since there generally is a large number of applications for each recruitment, the evaluation process can take several days. We realize the wait can be frustrating, but please be patient. We want to give each application the careful consideration it deserves.

➤ **Does everyone who applies take an exam?**

Generally if you meet the minimum qualifications for a job, you will be scheduled to take the exam. You will be notified by mail of the date, time and location for most exams. For some exams the application and supplemental questionnaire package is the actual test.

➤ **What kind of examination will I have to take?**

Generally the type of examination that you will or may be given is listed on the job announcement. Examinations are based on actual job duties. Depending on the knowledge, skills and abilities required for these job duties, the examination may consist of one or more of the following: evaluation of your training and experience on the application/questionnaires, written tests, oral interviews, demonstration tests or assessment exercises.

➤ **How do I prepare for the test? What do I study?**

All tests given by PUSD are job-related and designed to test the knowledge, skills and abilities required to perform the functions of the job. Read the job description and general test content on the job announcement, then study the material which you feel would directly or indirectly relate to the necessary knowledge, skills or abilities. For example, if two of the requirements for a job are performing mathematical calculations and interpreting regulations, some of the exam questions probably will cover math and reading comprehension. If you may need reasonable accommodation at any phase of the application or testing process, please make your request for reasonable accommodation as described on the job announcement.

➤ **What happens after I take the examination?**

You will be notified by mail of the examination results. PUSD is looking for the highest qualified applicants. Pass/fail determinations and the final score will be based on a minimum score of 70% resulting from the evaluation/examination.

If you pass the evaluation/examination, will be placed on an eligible list in order of your final score. Qualified candidates may then be referred to PUSD divisions and departments as vacancies occur.

If you receive notice that you are not successful in the process, don't be discouraged. All classified PUSD selection processes are highly competitive. Try again.

The divisions and departments review application materials for those candidates certified/referred from the top 3 ranks plus any employee transfer requests for their vacancy and then they schedule the selection interviews. The divisions and departments can hire any certified eligible candidates who they believe is the best qualified for the vacancy.

➤ **Review procedures**

MINIMUM QUALIFICATIONS (MQ): If you are not invited to participate in the examination, you may discuss the reasons with the personnel analyst or personnel specialist assigned the recruitment. The MQ review period takes place during the first seven (7) calendar days from the original date notices are mailed. MQ reviews are conducted at the Personnel Commission Office. To schedule a review appointment with the personnel analyst please telephone (626) 568-4513, Monday through Friday, 8 a.m. to 5 p.m. During this review you may file a protest, in writing addressed to the Director, Personnel Commission, regarding the rejection or failure of the MQ screening. Your protest must clearly and concisely state the reasons for your disagreement and a recommended solution.

WRITTEN AND ORAL TEST: The PUSD Personnel Commission Rules allow candidates to review examinations in which they participated during the first seven (7) calendar days from the written test and the first two (2) calendar days of the oral test.

TRAINING AND EXPERIENCE QUESTIONNAIRE AND DEMONSTRATION EXAM: During the final review you may discuss your results with the analyst or specialist assigned to that recruitment. The final review period occurs during the first seven (7) calendar days from the original date notices are mailed, whether you passed or failed. Final reviews are conducted at the Personnel Commission Office. To schedule a review appointment with the assigned analyst, call (626) 568-4513, Monday through Friday, 8 a.m. to 5 p.m. During this review you may file a protest in writing addressed to the Director, Personnel Commission, on the rejection or failure of the training and experience questionnaire, and/or demonstration exam results.

➤ **For how long is the eligible list good?**

The life span of PUSD eligible lists generally varies from six months to two years depending on many factors such as the number of candidates who are still interested in employment, the number of positions in the class, the number of current and anticipated vacancies, etc. If you have a change of address, phone number or name, please contact the Personnel Commission Office at (626) 568-4513 so we can update your records and the eligible list.

➤ **Do I get bonus points if I am a veteran and/or disabled?**

If you are a qualified veteran, and become eligible for appointment by attaining a final score of seventy percent (70%) or more, additional five (5) points shall be added to your final score, if the exam is for an entry level class held on an open only basis and you submit a copy of your DD214 military papers prior to your passing the examination and have indicated your status on your application materials. If you are a disabled veteran, you shall be allowed an additional ten (10) points which shall be added to the total weighted scores attained in the examination.

➤ **What should I do if I am called for a selection interview?**

Be sure that you know the:

- time and place you should appear for the interview
- phone number (important if you can't make it or an emergency occurs)
- name of person who contacted you
- to whom you should report for the interview
- how long the interview is scheduled to take; and
- the job for which you are being considered

Since an eligible list may be used by more than one division or department or school, the Personnel Commission and/or Personnel Services may not know who contacted you. It is important that you get the above information when contacted. If you may need a reasonable accommodation in the interview, request it prior to the interview. Before the interview, review your application or resume and the job announcement. Be prepared to discuss how your training and/or work experience relates to the job for which you are interviewing. During the interview, listen carefully to the questions. Your answers should cover everything your interviewer needs to know to evaluate you fairly.

➤ **What happens if I am selected?**

For many jobs, offers are made pending the results of a fingerprinting/background investigation, passing a tuberculosis test and physical. In these cases, if you currently are working, DO NOT quit your current job until all required steps have been completed.

PUSD complies with the Immigration Reform and Control Act of 1986. If offered a job, before starting work with PUSD, you will be required to present identification and work authorization papers. The most common way to meet this requirement is your Social Security Card (also required under tax law) AND your driver's license or other state-issued photo identification card. Other papers identified in law or regulation are acceptable. All people hired will be required to complete and sign, under penalty of perjury, a U.S. Department of Justice Employment Eligibility form.

After you have been offered and accepted a job, be sure that you understand when and where you will be processed, when you will start, where and to whom you should report, and whether there are any other steps you should take before starting work. Be sure to get the telephone number of the person who contacted you in case you have further questions.

When you are selected for a regular position, your name is no longer considered active on the eligible list for that job. Your name will remain on

any other eligible lists for their specified eligibility periods. PUSD complies with the Americans with Disabilities Act of 1990. If a reasonable accommodation is needed on the job, the prospective employee, the hiring division or department or school, the Personnel Commission and Personnel Services division will work together to explore possible reasonable accommodations.

➤ **What if I am not selected or not interviewed?**

Our objective is to hire the best person for the job, so competition is keen. If you are not successful in getting a job immediately, your name will remain on the eligible list for consideration for any other vacancies that occur until the list expires. If you are not hired during that time, you must wait for another recruitment and reapply. It is a good idea to keep your final rank notice(s). This way you will know what eligible lists you are on and when they expire.

If you are unable to attend an interview, contact the interviewing department. Your name may be removed from the eligible list if you fail to appear.

Do not be discouraged if you do not get a job offer the first time you apply. Try again. Sometimes, it may be a month or longer between steps in a process (application to test notice or test to final notice). We know this seems like a long time, but we want to evaluate everyone fairly and find the best person for the job. The time and effort are worth it; a job or career may be waiting for you!

➤ **PUSD is an equal opportunity/reasonable accommodation employer.**

This means that PUSD does not discriminate on the basis of race, religion, sex, age, disability, national origin or sexual orientation.

If you feel that you require any assistance in any stage of the application/examination process due to a disability, please contact the Personnel Commission office at (626) 568-4513 so that accommodations may be made to meet your needs.

All individuals are encouraged to compete for employment with the Pasadena Unified School District.

➤ **LAYOFFS**

➤ **How will my time be computed for seniority purposes in the event of layoff?**

In the event of layoff, the order of layoff within the class shall be determined by the length of service based on District hire date. The employee who has been employed the shortest time in the District shall be laid off first. Reemployment shall be in the reverse order of layoff. "Length of service" shall not be interpreted to mean any service performed prior to entering into probationary or permanent status in the classified service of the district except service in restricted positions. (Note: Involuntary reduction in time is considered as layoff.) [Education Code 45308]. In the event of simultaneous layoffs in a class series, the layoff will occur first in the higher class, followed by displacement to the lower class. When displacements into the lower class have been completed, the layoff in the lower class will occur.

➤ **If I've been on leave, how will my seniority be computed?**

Hours spent on leave without pay are not included in computing seniority, but all hours spent on approved leaves with pay and on military leave (with or without pay) count for seniority accrual.

➤ **What if two or more employees subject layoff have equal class seniority?**

If two or employees subject to layoff have equal class seniority, the layoff determination shall be made by lottery.

➤ **What does bumping mean?**

Permanent classified employees who are to be laid off may exercise displacement (bumping) rights in their class or in any lower class which they hold seniority credit greater than an incumbent. The employee to be displaced shall be the one with the least seniority in the class.

➤ **If I displace another employee, what happens to my salary?**

If you displace into a lower class, that is considered a voluntary demotion and shall receive the maximum salary range of the lower class provided that such salary is not greater than the salary received in this higher position.

➤ **If I am a Senior Clerk Typist and have never worked as a Clerk Typist, can I still bump down to a Clerk Typist since they are in the same job family?**

No person may bump into a classification unless that person has been a

regular employee in permanent paid status in that classification.

- **If I made a lateral transfer from one classification to another, how would my seniority be affected?**

If an employee makes a lateral transfer, which means going from one classification to another comparable classification with the same salary range and in the same job family as established by the Personnel Commission, the time in each classification stands independently of the other. Example: I was a Computer Operator Trainee for three years which was at Salary Range Schedule 26. I made a lateral change two years ago to Data Control Clerk I, which was also at Salary Range 26. The time in each of these classifications would stand independently of the other. Therefore, no credit for Computer Operator Trainee is counted for the Data Control Clerk I nor vice versa. Consequently, you have three years as a Computer Operator Trainee and two years as a Data Control Clerk I for seniority status.

- **If a classification I once held was abolished, how is my seniority affected?**

If a classification was abolished, a determination will be made by the Commission as to which other classification would be most nearly comparable to that abolished classification.

- **If I should quit and later be reinstated, how is my seniority affected?**

If you should voluntarily separate from your position with the Pasadena Unified School District (quit), you are allowed 39 months in which to be reinstated. If you are reinstated to your former classification, your accrued seniority and other rights and benefits earned prior to resignation will be restored.

➤ **CLASSIFICATION**

- **What is the purpose of a classification study?**

The purpose of this study is to obtain accurate and descriptive information about the work in the classified positions. The goal is to update the classification specifications and to ensure that positions are correctly classified.

- **Why does Personnel Commission periodically revise classification specifications?**

When classification specifications are revised, the goal is to ensure that our

classification specifications are current and accurate. In most cases, there is no fiscal impact. Updated classifications are also critical for a good recruitment and examination program.

➤ **Where can I find the Personnel Commission Rules?**

The Rules of the Personnel Commission for Pasadena Unified School District, in their entirety, can be accessed by visiting the district's web site at: <http://www.pusd.us>. Next click on the Personnel Commission link and then click on Personnel Commission Rules.

HOW TO CONTACT US:

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Personnel Commission
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