



FAQ RELATING TO EMPLOYMENT APPLICATIONS

1. ***How do I find which classified positions are available for application?***

Job Line: A pre-recorded message outlining the current classified jobs open at the County Office of Education is available by calling the Classified Job Line (408) 453-6926. The Job Line is updated at weekly. The Job Line is accessible 24 hours a day, seven days a week.

EDJOIN: Available classified job vacancies are announced on the SCCOE's EDJOIN Website (www.sccoe.org).

Human Resources Branch: Current job announcements and applications are posted in the lobby of the Human Resources Branch located at 1290 Ridder Park Drive (Level 2, South Building), San Jose, CA.

2. ***How do I file an employment application?***

Applications are accepted only for jobs that are currently open for recruitment. You may obtain applications and job announcements through any of the following means:

SCCOE Website: Job announcements and the official employment application is available on-line through the SCCOE Website (www.sccoe.org). The application may be downloaded or submitted electronically.

In-Person: Individual job announcements and applications are available in the lobby of the Human Resources Branch located at 1290 Ridder Park Drive (Level 2, South Building), San Jose, CA.

By Mail: Job announcements and applications are mailed to interested applicants upon request. To receive application materials call the department secretary at (408) 453-6845 or send an e-mail message with your address to the staff person designated on the job announcement.

Completed application materials must be filed or received in Classified Personnel Services no later than 5:00 p.m. on the final filing date listed on the job announcement. Late applications will not be considered and postmarks are unacceptable.

3. ***Can I submit one application for several positions?***

No, you must submit a separate employment application for each job for which you are applying.

Also, please be aware that each classified position requires additional materials such as resumes, DMV printouts, and supplement questionnaires. Review the job announcement for specific application requirements.

4. ***Is it possible to submit a resume in lieu of the employment application?***

No. Resumes are not accepted in lieu of the employment application. However, you are encouraged to attach a current resume. Some classified positions require a resume *in addition to the employment application*. The required application materials will be clearly outlined in the job announcement.

Job seekers who submit resumes without applications will, if possible, be mailed the appropriate application materials and instructed to file the remaining application materials by the final filing date. If the application materials are not received by the final filing date, no further action will be taken by Classified Personnel Services.

5. ***How often may I apply for the same job?***

If you have previously passed the examination required for the job and were placed on the previous or current eligibility list, you should file another application as your qualifications may have changed since your last application.

If you did not pass the oral panel examination for the job, you may reactive your application after a six-month period has elapsed from the date you originally failed the oral examination. *NOTE: In order to reactive your application, the job must be posted continuously or re-announced.*

If you passed the oral panel examination and did not pass the written examination, practical exercise, and/or skills assessment (i.e., typing, short-hand, etc.) for the job, you may reactive your application or submit another application. For jobs continually announced, you will be automatically notified and invited to the next scheduled examination.

If you continue to have questions regarding your ability to reapply for a particular job, please contact Classified Personnel Services at 408.453.6845.

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

The job announcement is an excellent source of information that provides the salary, duties of the job, the minimum requirements necessary to compete for the position, and most importantly, the final filing date to submit applications. Complete job descriptions are available through the SCCOE Website (www.sccoe.org). In most cases, the job announcement will also include the type of examination to be given with tentative examination dates.

Licenses or Certificates. Some classified jobs require special types of driver's licenses, professional licenses, or skill certificates. You must possess these licenses or certificates to qualify for the job.

7. ***How will Classified Personnel Services determine if I qualify for a job?***

Classified Personnel will review your submitted application materials and determine whether you meet the minimum requirements for the position for which you are applying.

For your application to get the consideration it deserves, it is very important that you fill out your application neatly and completely and attach any required materials. Your qualifications will be evaluated only on the basis of the information you provide on your application and on any additional materials required in the job announcement.

With accurate and complete information, Classified Personnel Services will be able to determine whether you meet the minimum requirements for the job.

It is recommended you retain copy of the application materials you submit and the job announcement to assist you in preparing for any examination and/or interview that may be required

8. ***If the job requires a supplemental questionnaire, what will happen if I neglect or fail to include it with my employment application?***

Supplemental questionnaires may be required as part of the application packet. Supplemental questionnaire responses are considered part of the examination process. Responses will be evaluated and scored by subject matter experts. If you neglect to include the supplemental questionnaire with your completed application you will be disqualified from consideration.

9. ***What should I do if I encounter difficulty in submitting my application materials electronically?***

Difficulties may arise from time to time that prevent you from submitting your application materials electronically. Reasonable consideration is given by Classified Personnel Services to such situations.

If you encounter difficulties in the transmission of your application, review the EDJOIN application instructions and reattempt to transmit the materials. If your transmission continues to be unsuccessful, print the error message you received and notify the WEBMASTER of the difficulties you encountered and notify Classified Personnel Services (408.453.6845) of this situation.

FAQ RELATING TO EXAMINATIONS

10. ***Does Classified Personnel Services accept the examination or skill test results from other employers or agencies?***

The examinations administered by Classified Personnel Services reflect the knowledge, skills, and abilities required of the particular job for which you are applying. In most cases, examinations are specifically developed to meet the needs of the department and its clients.

Normally examination results from other school districts, county employers, and/or public agencies are not transferable between agencies or may be substituted in lieu of the examination(s) of SCCOE classified job for which you are applying. However, there are a few exceptions.

Basic Skills Proficiency Examinations: Classified Personnel Services accepts the results of basic skill proficiency examinations administered within the past five (5) years by other California school districts or county offices of education. This is only applicable to jobs in the *instructional aide class series*. If you have examination results on file with another public school employer, you must request the school employer to prepare a confirmation on business letterhead indicating your name, social security number, examination date, your overall score.

Other examination results that may enable you to by pass the COE basic skills proficiency examination include the following: 1) California Basic Educators Demonstrated Skills (CBEDS) Examination; 2) California Community College Proficiency Examination; and 3) California High School Proficiency Examination. Results from the General Education Diploma (GED) Examination

are accepted only for instructional aide job classes that do not directly support the instruction of students.

11. ***Does everyone who applies for the job participate in the examination?***

If you meet the minimum requirements of the job, you will be invited to participate in the examination. Normally, the tentative examination schedule is listed in the job announcement. Otherwise, you will be notified either by mail or personal phone call of the date, time and location for the examination. However, if the job for which you applying requires a supplemental questionnaire, the evaluation and scoring of the questionnaire may be a part of the examination process or the only examination to be administered.

12. ***What kind of examination will I be required to pass?***

The type of examination that you will be given is typically listed on the job announcement. Examinations are based on actual job duties and the knowledge, skills, and abilities required for these job duties described in the job announcement. The examination may consist of one or more of the following test parts: scored supplemental questionnaires, written tests, oral panel interviews, technical interviews, performance tests, or an assessment given through an external agency.

13. ***How do I prepare for the test? What do I study?***

Examinations administered by Classified Personnel Services are job-related and designed to test the knowledge, skills, and abilities required to do the essential functions of the job. Carefully read the job announcement, then study material you feel would directly relate to the necessary knowledge, skills, and abilities. For example, if two of the requirements for a job are performing mathematical calculations and interpreting regulations, some of the examination questions will probably include math and reading comprehension.

14. ***What if I am unable to participate in the examination on the announced date?***

The examination schedule is determined, in advance, and usually outlined in the job announcement. Generally, an examination may be rescheduled for an unavailable applicant if the examination is of a written, practical/performance exercise. However, the ability to reschedule individual oral panel interview date is especially complex as it depends on whether the panel members are available to reconvene in a timely manner. Examinations are requiring the use of professional experts, technology, or special facilities (i.e., computer labs, television studios, audio equipment, etc) will mostly never be available.

If you are unavailable on the announced examination date(s), and believe you will be or have received an invitation to the examination, you must immediately notify the staff member designated on the job announcement and inquire as whether an alternate date is possible. The sooner the staff member is notified the more likely an alternate examination date can be scheduled.

15. ***What is the next step after I participate in the examination?***

The Santa Clara County Office of Education seeks the highest qualified applicants. After you participate in the examination whether it be the first of a series of test parts or the only test part, you will be notified, by mail, of the examination results.

If your test was a written examination (i.e., multiple choice, true/false, etc.), a minimum pass point is set whereby those candidates receiving a score equal or higher than the pass point have passed. The number and quality of applicants influence a pass point.

If you pass the entire examination (or all the test parts), your name is placed on the eligibility list for that particular job (class). Eligibility lists rank candidates based on final examination scores. For each vacancy, any person in the first three highest ranks which may be appointed. Your chances for employment will depend upon the number of job vacancies available during the next six months or year, your rank on the eligibility list, and your availability for work as compared to the availability of other eligibles. Departments frequently, but not always, interview all eligibles. Each department will choose the best candidate for its particular vacancy.

If you are notified that you did not pass the examination, don't be discouraged. Our selection processes are competitive. You may be entitled to try again the next time the position is open for recruitment.

16. ***For how long is an eligibility list effective?***

Staff Positions: Unless otherwise noted in the job announcement, eligibility lists for staff positions (non-management) will typically expire after one year. However, eligibility lists for such positions as Special Education Aide, Teacher Assistant, and some secretarial job classes may expire after six months.

Management, Supervisory, and Confidential Positions: Eligibility lists for classified management, supervisory, or confidential secretarial positions will expire after six months.

The expiration date of any list may be extended past its expiration date depending on the circumstances of the eligibles remaining on the list and potential for available positions. The Director of Classified Personnel Services must approve the extension of an eligibility list. If you are an eligible on a list that is extended you will be notified.

An eligible may be individually extended if the reasons for the request are reasonable and if the Director believes that the eligible stands a chance of appointment. If you are an eligible on a list and wish to request an extension, you must submit a written request, *before your official expiration date*, to the Director of Classified Personnel Services.

17. ***Do I get bonus points if I am a veteran?***

Yes, provided you are not a current (promotional) or former classified employee (requesting reinstatement) of the County Office of Education. There are other conditions for receiving veteran points. First, you must pass the entire examination and earn a rank on the eligibility list. Second, the eligibility list must be absent of any eligibles designated as *promotional* (internal employees currently working in lower salaried jobs). If you pass the examination and there are no promotional eligibles, you will then receive five points provided you are a veteran and ten points if you are a disabled veteran. It is your responsibility to provide a copy of your DD-214 form to Classified Personnel Services before the eligibility list is established.

18. ***What other types of bonus points may I receive?***

Seniority Points (Promotional Applicants Only): If you are a permanent employee (of the County Office of Education) or a permanent employee in probationary status seeking a *promotion*,

you will receive seniority points. Seniority points are awarded in the amount .25 points for every year of service to the Office up to a maximum of 5 total points.

Applicant Preference Points (Restricted Positions Only): If you are applying for a Head Start or another type of position categorized as “restricted”, you may be eligible for applicant preference points. To receive these points, you must either be of low-income status (as defined by Federal Guidelines) or the parent of a currently or formerly enrolled child in the Head Start or State Preschool Program. Eligible applicants receive 5 total points.

NOTE: In order to receive either of these types of bonus points, described above, you must pass the examination (all test parts). Also, *it is important to understand that no applicant may receive more than one (1) type of bonus points.* For example, if you are a permanent employee as well as a head start parent, and apply for a head start (restricted) promotional position, you will either receive seniority points or applicant preference points, but not both. The type of bonus points you will receive depends on the category that provide you with the most points.

19. *What happens if I am recommended for selection?*

If you are recommended by the selection by the appointing manager, you may be contacted by the Director of Classified Personnel Services to discuss the job offer and answer any questions you may have. If the job is a management, supervisory, or confidential position, the Director of Classified Personnel Services will contact you to discuss the initial salary to be offered by the County Office of Education. NOTE: The Director may also contact recommended candidates for staff positions regarding initial salary placement provided such action is authorized by the labor agreements between the Office and unions.

After your recommendation is reviewed and, if appropriate, your initial salary is finalized, you will receive a written offer of employment from the Assistant Superintendent, Human Resources or his/her designee. To accept the job, you must sign the letter, where indicated, and return it to the assigned human resources staff member.

Upon receiving the signed letter accepting the job offer, you will be scheduled for a new employee processing appointment. At which time, you will be required to present either (1) a social security card and driver's license or state-issued identification card with photograph OR (2) a U.S. passport, a certificate of naturalization or citizenship, an Alien Registration Card, or a foreign passport with an authorizing endorsement.

You will be required by law to be fingerprinted, sign a loyalty oath (oath of support of non-citizens), and participate in a test for possible exposure to Tuberculosis no more than 60 days prior to employment. If the job is considered safety sensitive, you will also be required to participate in a physical examination (at the expense of the Office). Final appointment to the job may depend on the results of the physical examination and the background check completed (using your fingerprints) by the Department of Justice (DOJ).

20. *What happens 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 obtaining a job immediately, your name will remain on the eligibility list for consideration for any other vacancies that occur (in the same job class) until the list expires. If you are not hired during that time, you must wait for another recruitment in that job class and reapply.

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION

The Santa Clara County Office of Education (SCCOE) is an equal opportunity/reasonable accommodation employer. This means that the Office does not discriminate on the basis of race, religion, sex, age, disability, national origin or sexual orientation. Persons who require any assistance in any stage of the application/examination process due to a disability, please contact Classified Personnel Services at (408) 453-6845 so that accommodations may be made to meet your needs.

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- . Classified Application, Examination, and Selection Policies and Procedures
- . Classified Employee Salary Placement for New or Reclassified Employees
- . Classified Applicant Counseling and Appeals/Examination Protests
- . Classified Classification and Compensation and Study Administration
- . Classified Promotion, Demotion, Transfer, Layoff, Reemployment, Reinstatement Procedures
- . Classified Working Out-of-Class, Limited-term, and Provisional Assignment Approvals
- . Applicant Fingerprinting, DOJ/FBI Clearance, and Public School Employment Eligibility
- . Substitute Application, Orientation, and Selection Policies and Procedures
- . Substitute Employee Assignment, Pay Rates, and Performance Assessment Procedures
- . Personnel Commission Merit Rule and SEIU Contract Section Interpretation
- . Personnel Commission Hearings for Employee Disciplinary Appeals
- . Notary Public Services
- . General Classified Job Information (i.e., applications, job announcements)
- . Personnel Commission Agenda/Minutes, Archives, Announcements and Communications
- . Director's Appointments/Calendar, Correspondence and Department Files
- . General Office Management (i.e., secretarial support, budget, department mail)
- . Interoffice/Departmental reimbursements for Classified Position Advertising
- . ED-JOIN (On-Line) Classified Applications
- . Special Education Aide/Health Aide Application, Certification and Eligibility Lists
- . CHAD and United Way Contribution Campaign
- . Classification Services (i.e., job descriptions, position audits, reclassification studies)
- . Compensation Information (i.e., Salary Studies and Wage Surveys)
- . Classified Examination Administration and Test Validity
- . Classified Management and IT Job Announcements Position Recruitment and Testing
- . Employee Testing for Alternate Class Series Reassignments
- . Reemployment List; Laid-off Employee Job Offers, Files and Records
- . Applicant Fingerprint Operations, Staff Supervision, and Technical Assistance
- . Applicant Fingerprint Customer and Employer/School District Assistance
- . Classified Job Information; Applicant Assistance and Guidance
- . Classified Staff (Non-Management) Job Announcements, Position Recruitment and Testing
- . Application Processing and Applicant Assessment
- . Examination Administration, Applicant Results, Candidate Rankings and Notifications
- . Early Childhood Education (ECE) Transcript Requests and Unit Verification
- . Eligibility Lists and Position Certifications
- . Classified Position Testing Records (Archives)
- . Classified Transfer Position Announcements
- . Merit Rule and SEIU Employee Contract Interpretation