



HUMAN RESOURCE SERVICES DIVISION

Date: June 7, 2017

M E M O R A N D U M

To: ALL CLASSIFIED PERSONNEL

From: AMY F. HUNT, DIRECTOR OF HUMAN RESOURCES

Re: ANNOUNCEMENT OF CLASSIFIED VACANCIES

Positions noted below are “Open Until Filled”

NOTE: Please review job descriptions for qualifications required for positions. Current descriptions are available for review at each site/department office, administration center or at www.sweetwaterschools.org. Any required certificates must be on file with the Human Resources Department no later than three working days following the application deadline date. Typing and/or shorthand certificates must be dated within the last 12 months. Please include a current resume. Salary schedule available online.

SPECIAL INFORMATION:

Qualified applicants will be given examinations which may consist of: evaluation of training/experience, written tests, performance tests and/or a qualifications appraisal interview. *Offers of employment are contingent upon successful completion of a pre-placement medical examination, which includes drug and alcohol testing. Evidence of freedom from active tuberculosis and the submission and clearance of fingerprint is required prior to initial service.*

CLASSIFIED SUPERVISORY UNIT OPENINGS

POSITION CL17-2677-MAI
AC/Maintenance

CARPENTRY SHOP SUPERVISOR

8 hrs/day, 12-month

Salary Range 9: starting at \$34.77 per hour

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in carpentry and 5 (five) years Journey level carpentry experience.

OFFICE TECHNICAL & BUSINESS SERVICES UNIT OPENINGS

POSITION CL17-2698-HUM
AC/Human Resources

CREDENTIALS SPECIALIST

8 hrs/day, 12-month

Salary Range 62: starting at \$26.99 per hour

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources administration or related field and two years of increasingly responsible human resources experience; experience working with California credential requirements is preferred.

OFFICE TECHNICAL & BUSINESS SERVICES UNIT OPENINGS

POSITION CL17-2580-PAY
AC/Payroll

PAYROLL TECHNICIAN II

8 hrs/day, 12-month

Salary Range 62: \$26.99 per hour

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and three years accounting experience including two years working with payroll.

POSITION CL17-2671-PAY
AC/Payroll

SENIOR PAYROLL TECHNICIAN

8 hrs/day, 12-month

Salary Range 64: Starting at \$28.34 per hour

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and four years accounting experience involving work with payroll functions.

OPERATIONS-SUPPORT UNIT OPENINGS

POSITION CL17-2686-NTR
AC/Nutrition Services

HVAC & REFRIGERATION TECHNICIAN

8 hrs/day, 12-month

Salary Range 64: starting at \$28.34 per hour

Any combination equivalent to: high school diploma, supplemented by approved apprenticeship program in HVAC and refrigeration repair, and three years of responsible experience in the repair and maintenance of heavy and light equipment, including one year of journey-level experience. EPA Refrigerant Certification.

POSITION CL17-2638-MAI
AC/Maintenance

HVAC & REFRIGERATION TECHNICIAN

8 hrs/day, 12-month

Salary Range 64: starting at \$28.34 per hour

Any combination equivalent to high school diploma, supplemented by approved apprenticeship program in HVAC and refrigeration repair, and three years of responsible experience in the repair and maintenance of heavy and light equipment, including one year of journey-level experience. EPA Refrigerant Certification

IMPORTANT INFORMATION – PLEASE READ

All persons interested in these vacancies should complete the Human Resource Services Division Form 8027, available in the Human Resource Services Division. Applications submitted after the deadline will not be considered. Principals/Supervisors will be informed as to the transfer requests of the employees interested in the opening(s) under their supervision. They will be asked to examine the personnel files of all candidates and review their qualifications. Interviews will be established through the school site/department.

PLEASE NOTE: For positions on this posting designated as being in the Operations Support Services Unit, the Office-Technical and Business Services Unit, or the Paraprofessional Unit, the following collective bargaining provision applies:

Membership in CSEA is not compulsory; however, any unit member (including new employees) who is not a dues-paying member of the CSEA shall pay CSEA a service fee, which is equal to CSEA's annual dues. This service fee payment shall be made either through payroll deduction or direct payments to CSEA.

“As a condition of employment, any new employee to this unit shall be required to sign a payroll authorization form to pay dues or a service fee to the CSEA as provided in this Article. New employees may be exempted only as provided in Section 3.3 of this article.”

“Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.” Board Policy 0410