



JOB VACANCY POSTING PROCEDURE (HUM-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for posting all job vacancies.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Classified Employment (or HR Designee)
- 3.2 Director of Certified Employment –

4.0 DEFINITIONS:

- 4.1 Position control number: Number assigned to each position by account code and location.

5.0 PROCEDURE:

- 5.1 Principal/Department Head notifies Human Resources of vacancy using the Electronic Requisition function in Recruit and Hire.
- 5.2 Human Resources staff verifies the existence of the opening.
- 5.3 Human Resources staff obtains position control number from the appropriate source.
- 5.4 Appropriate Human Resources staff makes electronic posting of vacancy.
- 5.5 Posting is entered on the master tracking log through Google docs.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Electronic Requisition PDF
- 6.2 Vacancy Posting (HUM-F032)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Electronic Requisition	Secure Server	Current plus one year	Discard as Desired	Secured Server
Vacancy Sheet (paper copy)	Filing cabinet in HR	Current plus one year	Discard as Desired	Secured Building

8.0 REVISION HISTORY:



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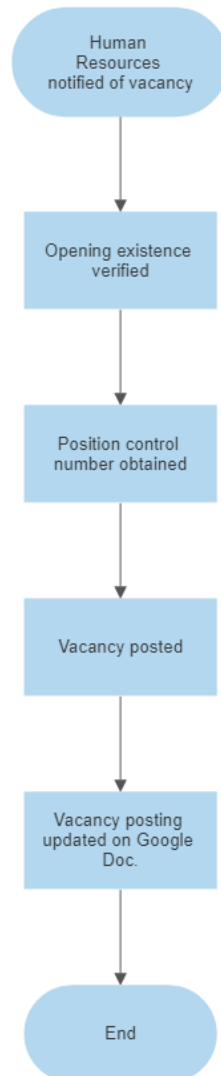
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/06/03		Initial Release
2/20/13	A	Add Director of Educator Quality to Approval Authority Remove 5.5 "If insufficient response is received from posting, vacancy is posted in newspaper." Add new 5.5 Notification of Vacancy form (HUM-F002) and copy of Vacancy posting is filed in Human Resources.
4/15/15		Update logo, no revisions
1/11/17		Reviewed, no changes.
11/28/17	B	New system, Recruit and Hire, replaced need for HUM-F002.
9/28/18	C	5.3, replaced "budget office" with "the appropriate source". 5.5 and 7.0, deleted "and a copy of the vacancy posting". 5.5, added "Vacancy sheet is made for classified representatives". Updated flowchart.
5/25/23	D	Changed titled throughout to "Director of Certified Employees" and "Director of Classified Employees." Updated flowchart.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****