

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**PERSONNEL****EMPLOYMENT PROCESS****CERTIFICATED AND CLASSIFIED MANAGEMENT POSITIONS**

Management level assignments are designated as either certificated positions or classified positions. A certificated management position is one that requires a California administrative credential as part of the minimum qualifications. A classified position is one that does not require a California credential. The employment processes for the two types of classifications differ.

CERTIFICATED MANAGEMENT EMPLOYMENT

The processes by which certificated management positions are filled vary based upon the position and the needs of the program.

CLASSIFIED MANAGEMENT EMPLOYMENT

Classified management positions are filled through the merit system procedures adopted by the Personnel Commission. The merit system is similar to the civil service system. Selection and advancement is determined on the basis of ability, knowledge and skills through a fair and open competition process.

MERIT SYSTEM REQUIREMENTS

Appointments to classified management positions are made from eligibles whose names appear on eligibility lists established under the Rules of the Personnel Commission. Applicants shall be placed on the eligibility lists in order of their relative merit as determined by completion of the examination process as set forth in the Rules of the Personnel Commission.