

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

622 FIELDS OF COMPETITION

Education Code 45272

All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, whenever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination . . .

Education Code 45280

The commission shall, by rule, provide for an open competitive examination and a promotional examination to be held at the same time for the position of business manager or for any other single position class which it declares to be at or above the level of business manager . . .

Education Code 45281

The commission may by rule provide for the competition of persons employed by the governing board in positions required to have certification qualifications in promotional examinations for positions in the classified service.

- A. The Personnel Commission shall determine the minimum qualifications of education, training, experience, and length of service, and shall designate the field of competition for examinations for each class in the Classified Service. The minimum qualifications used in an examination shall be the same as those set forth in the current class description of the pertinent class.
- B. With the exception of those situations described in Paragraph G. of this Rule, examinations shall be given promotionally whenever practicable. When it is not practicable to do so, the Commission may authorize and open field of competition. Whenever the Commission authorizes simultaneous promotional and open field of competition for a selection process, dual certification procedures (see Rule 659) shall be applied, unless otherwise determined by the Commission.

CHANGE:

To state the dual certification will apply in open and promotional examinations unless otherwise determined by the Commission.

Remove: January 1, 1996, page 1 of 4. Add: March 27, 2002, page 1 of 3.

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- C. 1. An applicant must meet entrance qualifications as of the date specified in the examination announcement, provided that:
- a. The date will be subject to change if the filing period is reopened and a new examination announcement is published. When the same examination process is used for multiple classes, the qualification date may be set as the date of the administration of a specified test part.
  - b. The date shall not be earlier than the beginning date of the initial filing period nor later than the date that the eligibility list is promulgated. However, applicants who are within six months of meeting the education requirements may compete if the examination announcement so provides.
2. With the exceptions noted in Paragraph D, E, F, and G of this Rule, competition as a promotional candidate requires
- a. 130 paid days in regular status in the Classified Service or permanent status in the Certificated Service, and
  - b. possession of the entrance qualifications
  - c. current or past permanent status in a class designated by title in the promotional field of competition.
3. Notwithstanding the preceding provisions, if other essential requirements are specified in the examination bulletin, they must be met at time of appointment.
- D. The Personnel Commission may permit an employee, who is occupying a position that has been approved for reclassification by the Commission, to compete in the promotional examination for the class to which the position has been reclassified if he/she is in probationary status as of the date filing is opened for such examination.
- E. When a District position not currently in the Classified Service is placed in the Classified Service, the Personnel Commission may permit the incumbent to compete in a promotional examination for the class provided that the incumbent has served in the position for at least one continuous year in accordance with the assignment basis of the position prior to the date the position is classified. No seniority credit shall be granted for time spent in the Unclassified Service.

CHANGE:

Amendment of Paragraph E to allow the Commission more latitude in authorizing promotional examinations when a variety of positions are brought into the Classified Service.

Remove: August 11, 1993, page 2 of 3. Add: March 27, 2002, page 2 of 3.

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- F. When all the employees in a trainee classification that is subject to procedures of Reclassification by Director's Approval have nonregular status, the employees may compete in a promotional examination for any class to which the trainee positions may be reclassified through the reclassification procedure, providing the employees meet the required entrance qualifications.
- G. In accordance with the authority granted by the Education Code, the Commission may permit persons to compete promotionally in examinations in cases not covered by the above paragraphs as a matter of equity and/or for the good of the service.
- H. Fields of competition for examinations shall remain in effect until changed by the Personnel Commission. Any proposed change in the field of competition shall be reported for approval by the Personnel Commission.

CHANGE:

Paragraph I deleted to eliminate redundant reference to an Education Code Section regarding the examination for Business Manager.

Remove: January 26, 2000, page 3 of 3. Add: March 27, 2002, page 3 of 3.

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