

**PERSONNEL DEPARTMENT POLICY**  
**San Luis Obispo County**

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<b>Topic: Sub-Classification or Bilingual Recruitment</b>	
<b>Subject:</b> Classifications	<b>Revised:</b> August 2004
<b>CSC Rule:</b> 5.02, 6.02, 12.05	<b>Approval:</b> _____
<b>Location:</b> P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\CLASSIFICATIONS\Sub-classification or bilingual recruitment.doc	<b>Date:</b> _____
	<b>Note:</b> Original signed copy on file in Personnel Department.

Recruitments are occasionally conducted using requirements more specific than those contained in the job specification. Some job specs contain a provision for doing a sub-class recruitment, stating language like the following: A Recruitment for (position title) may be conducted according to the department in which a vacancy exists and the special requirements for each position, or Specialized requirements indicated will be specifically set forth at the time of the recruitment dependent on the needs of the department and the program vacancy.

For a job classification containing a provision for sub-class recruitment, a statement stating the necessity for the specialized recruitment should be included with the requisition. The vacancy can then be advertised using specialized experience requirements as requested by the department. This specialized experience should fit within the education and experience requirements in the job specification, not add to them. In other words, the specialized experience can be more specific than that in the job spec, but not add quantity to it.

For a job classification, which does not contain provision for sub-class recruitment, Personnel staff will judge the merits of a request from the department to do a specialized recruitment. Such a request should come from the appointing authority. It should explain why the minimum requirements in the job spec would not select qualified applicants, and further explain why a screening based on desirable qualifications also will not produce the desired results. If the justification clearly demonstrates to our satisfaction that a person meeting the MQ's might not possess the knowledge, skills, and abilities required to perform the duties, a sub-class recruitment may be allowed.

**In either case, location is not to be used as a valid requirement.**

Further requisitions for the same job class, but not the same specialty, will not normally be made from the sub-class eligible list. Use of a sub-class list for a non-sub class vacancy requires specific authorization from the Personnel Director.

Whether a vacancy was filled by use of a sub-class recruitment and list does not affect layoffs. The order of layoff will be determined based on job classification, not specialties within a job class.

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**REQUEST FOR SUB-CLASS OR BILINGUAL RECRUITMENT**

*Please complete this form for each subclass or bilingual recruitment and attach it to the Requisition.*

Requesting Department: \_\_\_\_\_ Date: \_\_\_\_\_

Classification: \_\_\_\_\_ Number of Vacancies: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ Job Site: \_\_\_\_\_

- I. SUB-CLASS RECRUITMENT:** Please specify in the space below why you think a sub-class recruitment is warranted, i.e. specific license/certificate required for performing the essential functions of this position. Your explanation should include why the minimum education and experience requirements of the current job class will not select qualified applicants for this position. Sub-class eligible lists are not to be used for vacancies other than the sub-class. Further, in layoffs, layoff order is based on seniority/performance in the job classification and not the sub-class. (Attach a sample job announcement/advertising copy if possible.)

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- II. BILINGUAL RECRUITMENT:** The use of the bilingual skills in this position must be essential for the successful performance of the functions of the department.

Please check which of the following *bilingual* skills are essential for the successful performance of this position.

Conversation \_\_\_\_\_ Reading \_\_\_\_\_ Translation \_\_\_\_\_ Writing \_\_\_\_\_

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that payment of a bilingual pay differential will involve submitting a separate a Request and Justification for Bilingual Pay Differential@ form once an employee is hired and starts work.

Department Head or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

PERSONNEL DEPARTMENT:

Recommendation: \_\_\_\_\_

Verified by: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Personnel Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: White - Personnel; Pink - Department