

**San Luis Obispo County
Community College District**

BP 7230 Hiring of Classified Personnel

Notice of all openings for classified positions on the Cuesta College staff shall be well advertised. A minimum for notifying the public shall consist of:

1. Written notice describing the vacancy shall be posted on the Personnel Office bulletin board.
2. Written notices shall be provided to offices of all college administrators, division chairs, directors, managers, and to the library.
3. Newspaper advertising shall include, but not be limited to, legally adjudicated publications in regional portions of the county as well as a publication of countywide circulation. The advertising shall be printed for a minimum of three days in the countywide publication.
4. The above items shall be executed simultaneously.
5. If a position has been advertised and filled in the regular manner and another position in the same class becomes vacant within two months, the supervisor may select a candidate from the applications on file providing that:
 - a. The file contains more than twenty names.
 - b. The applicant chosen is fully qualified.
 - c. Flyers advertising this position have been posted on campus.
 - d. The Director of Personnel/Affirmative Action has approved the procedure in advance.

Approved 9/8/75

Revised 9/24/79, 7/3/91, 9/1/93