

# ELK GROVE UNIFIED SCHOOL DISTRICT - HUMAN RESOURCES

## TESTING AND OTHER INFORMATION

Certain positions require certificates of proficiency attached to applications. To schedule an appointment for a **typing or paraeducator test**, please contact:

Always Learning  
8401 B - Gerber Road  
Sacramento, CA 95828  
(916) 686-7783

### TYPING CERTIFICATES:

Typing certificates will only be accepted from business organizations/institutions that verify completion of a 5-minute timed writing, state gross words per minute, number of errors, and indicate a minimum of 35 net words per minute. **Internet and high school typing tests will not be accepted.**

Elk Grove Adult Ed's Sacramento Works Job Center offers a free typing test.

The phone number people can call if they have questions is: 916-793-2319

Typing tests are free and available on a walk-in basis during business hours: Monday - Wednesday 8:30 am - 4:00 pm, Thursdays during the school year, 8:30 am - 8:00 pm, and Fridays 8:30 am - noon.

Picture ID is required on the day of the test.

### PARAEDUCATOR TEST:

Requirements can be met by completion of ONE of the following:

- EGUSD No Child Left Behind Paraeducator exam,
- California Basic Educational Skills Test (CBEST),
- Completion of two years college (48 units)\*, or A.A. degree (or higher)\*.

\* If coursework is to be considered to satisfy the NCLB Paraeducator requirement, transcripts must be submitted with application. Copies of official transcripts will be accepted.

**Pre-registration is required. To register, call 686-7717. Space is limited.  
Picture ID is required on the day of the test.**

### LIFT TEST:

Various classified jobs require a significant amount of strength and have minimum job-related strength requirements necessary to perform these jobs safely.

Prior to employment, an employee (including a substitute) in specific classifications is required to pass an evaluation test consisting of lifting, isometric strength, and flexibility assessments. Candidates who received a conditional offer of employment will receive further information from Human Resources. Classifications that require the lift test include, but are not limited to:

- Building Maintenance Worker
- Bus Attendant
- Bus Driver
- Custodian
- Equipment Mechanic
- Food Service Worker
- Grounds Maintenance Worker
- Paraeducator, Special Education, Severely Disabled
- Warehouse / Delivery Worker

Specific requirements for each classification can be found on the classification description.

**CONTROLLED SUBSTANCE TEST:**

Successful candidates in the following classifications, including substitutes, are required to pass a controlled substance test prior to employment. Candidates who receive a conditional offer of employment will receive further information in their pre-employment paperwork. Classifications that require the controlled substance test include, but are not limited to:

- Apprentice Mechanic
- Area Supervisor Grounds
- Bus Driver
- Entry Level Mechanic
- Grounds Equipment Operator
- Journey Mechanic
- Lead Journey Mechanic
- Lead Warehouse Worker
- Manager Fleet Maintenance
- Mechanics Assistant Fueler
- Mechanic Assistant - Tire
- Projects Warehouse Worker
- Scheduling Technician
- Senior Grounds Worker
- Supervisor Fleet Maintenance
- Supervisor – Transportation
- Supervisor - Warehouse
- Team Leader / Grounds Worker
- Textbook Assistant, Warehouse
- Warehouse Worker
- Warehouse Worker, Food & Nutrition Services
- Warehouse Worker, Food & Nutrition Services

Specific requirements for each classification can be found on the classification description.

**FIRST AID / CPR CERTIFICATION:**

Individuals in the following classifications must obtain within the first 4 to 6 months of employment, and maintain throughout their employment, a valid First Aid / CPR certification issued by the American Red Cross. Classifications that require the First Aid / CPR test include, but are not limited to:

- Bus Attendant
- Bus Driver
- Bus Driver Instructor
- Campus Supervisor:  
Community Day  
Continuation  
Night Shift Differential
- Health Records Assistant
- Health Assistant – Special Education
- Lead Campus Supervisor
- School Office Assistant
- School Office Technician
- School Security Specialist

Specific requirements for each classification can be found on the classification description.

**WORK HOURS:**

Assigned work hours may vary and may be subject to change based on the needs/funding of the site/department/program.

**BENEFITS ELIGIBILITY FOR CLASSIFIED EMPLOYEES:**

AFSCME (Salary Schedule #21): Unit members on contract working at least 20 hours per week.

ATU (Salary Schedule #20): Unit members on contract working at least 20 hours per week.

CSEA (Salary Schedule #23): Unit members on contract working more than 27.5 hours per week.

EGTEAMS (Salary Schedule #22 and #27): Unit members on contract working at least 20 hours per week.

**CLASS DESCRIPTIONS / SALARY SCHEDULES:**

Class descriptions and salary schedules are available on our website at: [www.egusd.net](http://www.egusd.net)

## **CLOSED PROMOTIONAL POSITIONS:**

Positions indicated with an asterisk (\*) are closed promotional positions open only to members of the AFSCME or ATU bargaining units in the Elk Grove Unified School District, as listed below. AFSCME or ATU unit members will receive interview consideration if they are currently working in the entry-level classification for the closed promotional position for which they are applying, have successfully completed probationary status in their current position by the closing date of the posting, and have a current satisfactory performance evaluation.

*However, other applicants are encouraged to apply since they will receive interview consideration if less than two unit members apply.*

- Accounting Technician II
- Accounting Technician III
- Assessment and Evaluation Technician II
- Assessment and Evaluation Technician III
- Buyer II
- Computer Support Help Desk Specialist II
- Computer Support Help Desk Specialist III
- Computer Technician II
- Computer Technician III
- Construction Technician II
- Construction Technician III
- Custodian II
- Data Archive Technician II
- Food & Nutrition Services Assistant II
- Grounds Equipment Operator (Entry Level Classification: Sr. Grounds Worker)
- Grounds Water Quality Technician (Entry Level Classification: Sr. Grounds Worker)
- Irrigation Systems Technician (Entry Level Classification: Sr. Grounds Worker)
- Lead Campus Supervisor
- Lead Custodian I (Entry Level I/II)
- Lead Custodian II (Entry Level: Custodian I/II and Lead Custodian I)
- Food and Nutrition Services Packaging Lead (Entry level: FNS Assistant II / Elementary Lead/ Secondary Lead)
- Lead Food and Nutrition Services – Elementary (Entry level: FNS Assistant I / II and Food Processing Center Assistant)
- Lead Food and Nutrition Services – Secondary (Entry level: FNS Assistant II and Lead FNS – Elementary)
- Office Assistant II
- Office Assistant III
- Payroll Technician II
- Payroll Technician III
- Personnel Assistant II
- Planner II
- Planner III
- Professional Learning Technician II
- Professional Learning Technician III
- Purchasing Assistant II
- Risk Management Technician II
- School Office Assistant II
- School Site Controller II
- School Security Specialist II
- Spray Technician (Entry Level Classification: Sr. Grounds Worker)
- Sr. Computer Support Help Desk Specialist
- Sr. Computer Technician
- Sr. Duplicating Room Operator
- Team Leader Grounds Worker (Entry Level Classification: Sr. Grounds Worker)
- Team Lead, Maintenance
- Warehouse Worker II
- Warehouse Worker II – Food and Nutrition Services
- Water Quality/ Irrigation Control System Specialist
- Bus Driver Instructor
- Journey Mechanic II
- Lead Journey Mechanic II

## **NON-DISCRIMINATION POLICY:**

The Governing Board prohibits discrimination against and/or harassment of district employees and job applicants at any district site or activity on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. Employees or job applicants may request reasonable accommodations for physical or mental disabilities. If you have any questions or concerns related to the District's nondiscrimination policy please contact the Legal Compliance Specialist in the Human Resources Department who can be reached at (916) 686-7797, Extension 7685.