



Strictly Classified

An Informational Bulletin Published by the Personnel Commission

Applying for Provisional Assignments Electronically



Provisional assignment opportunities occur when a vacancy opens up for a job classification and either an active eligibility list does not exist for that class or there are insufficient names available on the existing eligibility list. For example, if there is a vacancy for the class of Accounting Technician or Senior Accountant, but no active eligibility list for Accounting Technician or Senior Accountant exists, it becomes a provisional assignment opportunity. Another scenario where a provisional assignment opportunity would occur is when there is a vacancy for Accounting Technician or Senior Accountant, but only one eligible person is available to work at the college where the vacancy is located. The college is entitled to select from three ranks of candidates, and therefore the assignment can be posted provisionally.

Provisional assignments are a great opportunity to broaden your skills and gain valuable experience that can help you earn future promotions. It's also a great way to learn about the District's other departments and locations and meet the people who work there. For newer employees who are unfamiliar with the provisional process and veteran employees who could use a handy reminder, this bulletin will guide you through the process of applying for provisional assignments.

INTERNAL JOB OPPORTUNITIES WEBSITE

Provisional, transfer, and reassignment opportunities are posted on a frequent basis on the Internal Classified Job Opportunities Website. This site is available only on the Intranet at http://albacore.laccd.edu/PersComm/classified_employees/internal_opportunities.asp using the District Network. You can identify which positions are a provisional opportunity by referring to the bottom of each job posting. The Provisional Application Form and its instructions can also be found on the Internal Job Opportunities Website.

By placing provisional assignments on our Intranet, we are only giving LACCD employees the chance to see these opportunities online. The internal openings listed on this website provides our employees with an excellent opportunity to gain provisional experience that can be valuable for future promotions. If you know someone who is interested in a provisional position and is not a current employee of the District, you can recommend that they fill out an interest card for that position. If an insufficient response is received from internal candidates, we will then contact individuals who have submitted a recent interest card for the position. Interest cards may be submitted using our online employment system at <https://employment.laccd.edu>.

MEMBERS OF THE PERSONNEL COMMISSION

David Iwata, Chair ■ Henry Jones, Vice Chair ■ Ann Young-Havens ■ Karen Martin, Personnel Director ■ (213) 891-2333

SUBMITTING YOUR PROVISIONAL APPLICATION FORM JUST GOT EASIER!

The Provisional Application Form can now be fully completed electronically. The application's electronic PDF format allows you to enter your information directly into the form. You can even type your name at the end of the application to signify your digital signature—no printing required! Your entered data can then be saved and attached to an email for submission. For complete instructions on submitting a Provisional Application, please refer to Internal Job Opportunities Website and the instructions on the form.

Here are some important tips for completing and submitting provisional applications:

- Save a copy of your completed application form to make applying in the future easier. The next time you see a provisional position you're interested in, you'll just need to update the form before submitting it.
- Make sure your application form is complete and accurate at the time of submission. Missing or incomplete information may result in the disqualification of your application.
- Remember to include all information necessary to demonstrate that you meet the minimum requirements as listed in the job description for the class. The job description can be found by clicking on the link provided in each provisional posting or by visiting the Personnel Commission website.
- Use the additional information page, if needed. This provides you with extra space to explain reasons for dismissals, dishonorable discharges, gaps in employment, or other information that you deem important to your candidacy.
- If the minimum requirements for a position include the completion of specific coursework, you also need to attach unofficial transcripts showing that you meet the stated requirements.

WHAT HAPPENS NEXT?

The provisional hiring process itself has not changed. Employees who submit approved Provisional Application Forms will be contacted by the employing location for an interview with the appropriate hiring authority. If an eligibility list exists for a position but there are not enough individuals on it who are available to the hiring location, provisional applicants may also be contacted for interview by the employing location.

We'd like to hear from you! Please visit the following survey link to provide us with valuable feedback on our bulletins: <https://www.surveymonkey.com/s/25SJMQR>.