



VOLUNTARY TRANSFER

LOCAL ONE: Clerical, Secretarial, and Technical

MT. DIABLO UNIFIED SCHOOL DISTRICT

Classified Personnel Office • 1936 Carlotta Drive • Concord, CA 94519
Employee 24-Hour Job Hot Line: District Tie Line 4555, Mailbox 7500 • www.mdusd.org

AN EQUAL OPPORTUNITY EMPLOYER

DATE: February 7, 2012

Please Post

THE FOLLOWING ARE VACANCIES THAT PRESENTLY EXIST IN THE DISTRICT AND ARE AVAILABLE FOR TRANSFER TO REGULAR EMPLOYEES CURRENTLY WORKING UNDER THESE POSITION TITLES:

	<u>WORK LOCATION</u>	<u>NO. OF HOURS</u>	<u>CLASSIFICATION</u>	<u>IMMEDIATE SUPERVISOR</u>
A	Student Achievement and School Support Center/Dent Center	4 hrs/day – 9.5 months	Intermediate Typist Clerk	Carmen Garces, Supervisor
B	College Park High School	7 hrs/day – 11 months	Attendance Secretary	Paul Gengler, Principal

TRANSFER CLOSING DATE: Thursday, February 16, 2012 BY 4 PM

Local One Contract (Clerical/Secretarial/Technical Unit)-Article XXXVII.118.g. -"Probationary employees may be ineligible for transfer. The final determination to grant or deny a request shall be made by the Assistant Superintendent/Personnel or his/her designee. However, the denial shall be based on good cause."

Local One Contract (Clerical/Secretarial/Technical Unit) - Article XXXVII.117 - "A transfer is a movement within the same classification from one site to another or from one department to another. A transfer also includes movement from one classification to another classification which is at the same or lower salary level, requires passage of the same written test, and the same skills are required at an equal or lesser degree."

If you are interested in a voluntary transfer, submit a "Request for Voluntary Transfer" form to the Classified Personnel Office by the final filing date.

TRANSFER MEMORANDUM # 12CST19