

EDUCATION AND LABOR CABINET
Kentucky Board of Education
Department of Education
(Amended at ARRS Committee)

780 KAR 3:030. Appointments.

RELATES TO: KRS 156.808

STATUTORY AUTHORITY: 156.808

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.808(3)(e) and (f) require the Kentucky Board of Education~~[executive director]~~ to promulgate comprehensive administrative regulations for the selection of employees and type of appointments for certified and equivalent personnel employed by the Department of Education, Office of Career and Technical Education. This administrative regulation establishes the requirements governing selection and appointments of certified and equivalent personnel.

Section 1. Notice of Classes, Minimum Qualifications, and Vacancies.

(1) An official list of classes, minimum qualifications, and vacancies developed by the Department of Education~~[Division of Human Resources Management]~~ shall be posted to the official Personnel Cabinet Web site~~[of all classifications and minimum qualifications shall be posted in each area business office and each division office for public review]~~.

(2)

(a) All vacancies shall be posted online~~[in all facilities on a statewide basis]~~ for a minimum of five (5)~~[ten (10)]~~ days.

(b) The vacancy posting shall ~~[be on a Kentucky Tech School System Vacancy Posting Notice form and shall]~~ contain the title, minimum qualifications, and other pertinent information about the vacancy.

Section 2. Establishment and Abolishment of Positions. The appointing authority ~~[or his designee]~~ shall establish and abolish positions, transfer certified and equivalent employees between positions, and change titles and compensation of existing offices of certified and equivalent employees consistent with the provisions of KRS 156.808~~[12.060 and the classifications and compensation plan of the certified and equivalent personnel system]~~.

Section 3. ~~[Filing]~~ Applications.

(1) Each application shall be submitted on an Application for Employment from the official Personnel Cabinet Web site.

(2) The application shall be signed and the truth of the statements therein certified by a signature under penalty of removal for falsification and any criminal penalties that apply.

(3) The appointing authority~~[executive director]~~ shall authorize individuals to verify work experience and educational attainment of an applicant for a position in the certified and equivalent personnel system.

(4) The application shall be consistent with the state and federal equal employment opportunity requirements~~[guidelines]~~.

Section 4. Minimum Qualifications for Filing. A position shall be filled by an applicant who meets the standards or requirements prescribed by the appointing authority~~[executive director]~~ with regard to education and experience and any other factors as may be held to relate to the ability of the candidate to perform with reasonable efficiency the duties of the position.

Section 5. Selection of Employees. The Department of Education~~[Division of Human Resources Management]~~ shall only consider those~~[maintain a central referral list which shall be compiled and submitted to area business for inclusion in the consideration of]~~

qualified applicants ~~whofthat~~ have applied to the posted position in consideration for employment.

Section 6.

(1) Except as provided in subsection (4) of this section, the appointing authority ~~for his designee~~ shall fill a position ~~an appointment~~ through the consideration of a list of recommendations submitted by a designated interview committee composed of no less than three (3) or more than seven (7) members, or from supervisory recommendations ~~or peer recommendations~~.

(2) The procedure for determining the composition of the designated interview committee shall be determined by the appointing authority ~~or his designee~~.

(3) The committee shall make recommendations to the designated Office of Career and Technical Education official as determined by the appointing authority.

(4) If deemed in the best interest of the Commonwealth, the appointing authority shall not utilize an interview committee.

~~[Section 7.] [Incorporation by Reference.]~~

~~[(1)] [The following material is incorporated by reference:]~~

~~[(a)] [Kentucky Tech School System Vacancy Posting Notice, August 2006; and]~~

~~[(b)] [Application for Employment, December 2005.]~~

~~[(2)] [This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Workforce Development, Office of Career and Technical Education, Division of Human Resources Management, 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.]~~

This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(5).

FILED WITH LRC: July 9, 2024

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