

CLASSIFIED TESTING KEY

Revised-4/8/2022

Pre-Employment Tests and Certificate Expiration Timelines

Outside Applicants-may retest after 90 days to improve score, Internal Applicants-may retest after 30 days (up to four times a year)*

Bilingual - 2 years from issue date, Meet requirements-Translator/Bilingual position, Exceed requirements-Senior/Lead Translator

Custodial Written - Does not expire

ESSA (Instructional Aide) - Does not expire

OSHA - 1 year from issue date

Typing - 2 years from issue date. **EXCEPTION:** If a current staff member is applying for a position within the same job family, then the test can carry over past the 2 years.

Supplemental Clerical Exams -2 years from issue date. **EXCEPTION:** If a current staff member is applying for a position within the same job family, then the test can carry over past the 2 years.

50 optional tests for manager review

Supplemental Tests

Outside Applicants-may retest after 120 days to improve score, Internal Applicants-may retest after 30 days (up to four times a year)*

Testing scores are good for 2 years from issue date.

39/63 month list employees may retest every other month if they remain on the list.

AF - Alphabetic Filing

CS - Customer Service Telephone

PR - Proofreading

AP - Applying Policies

DS - Driving Safety

PS - Playground Supervision

BM - Basic Math

FS - Forklift Safety

TK - 10 Key

BS - Back Safety

IW - Intermediate Word, **IE** - Intermediate Excel

Written Tests - job specific

BP - Bloodborne Pathogens

NF - Numerical Filing

BW - Basic Word, **BE** - Basic Excel

PC - Petty Cash

144 Classified Position Titles

Salary Range

Minimum Qualifications (Subject to Change)

Supplemental Tests (Subject to Change)

CLERICAL

Salary Range

Minimum Qualifications

Supplemental Tests

Administrative Assistant

40

HS/GED, 45 awpm

AF, BE, BW, CS, PR

Administrative Assistant I

42

HS/GED, 45 awpm

AF, BE, BW, CS, PR

Administrative Assistant II

45

HS/GED, 45 awpm

AF, BE, BW, CS, PR

Attendance Technician

33

HS/GED

AF, BE, BW, CS, PR

Behavioral Health Lead Office Specialist

45

HS/GED, 45 awpm, 4 yrs. exp.

AF, BE, BW, CS, NF, PR, TK

Behavioral Health Office Specialist

40

HS/GED, 45 awpm, 4 yrs. exp.

AF, BE, BW, CS, PR

Behavioral Health Records Assistant

25

HS/GED

AF, BW, CS

Child Development Eligibility Specialist

32

HS/GED, 35 awpm

AF, BE, BW, CS, PR

District Student Records Specialist

40

HS/GED, 45 awpm, 4 yrs. exp.

AF, BE, BW, CS, PR

Early Childhood Intervention Specialist

50

BA, 2 yrs. exp.

AP, CS

Executive Assistant

51

HS/GED, 55 awpm, 5 yrs. exp.

AF, AP, BE, CS, BW, PR

Family Support Partner

25

HS/GED

AF, BW, CS

Human Resources Assistant

33

HS/GED, 40 awpm

AF, BW, CS, PR

Instructional Material Specialist

38

BA

AF, BE, BW, CS, PR

Insurance/Enrollment Specialist

34

HS/GED

AF, BE, BW, CS, PR

Intervention Specialist	50	BA, 2 yrs. exp.	AP, CS
Lead Reprographics Technician	48	HS/GED, 2 yrs. exp.	AF, AP, BE, BW, CS, PR
Lead Risk Management Technician	48	HS/GED, 3 yrs. College Coursework Acct./Ins.	No Current Testing Requirement
Lead Worker's Compensation Technician	48	HS/GED, College Coursework Acct./Ins.	AF, BE, BW, CS, PR
Library Media Assistant	27	HS/GED, 1 yr. exp.	AF, BW, CS
Office Assistant	25	HS/GED, 35 awpm	AF, BW, CS
Reprographics Assistant	25	HS/GED, 2 yrs. exp.	Written Test
Reprographics Technician	37	HS/GED, 3 yrs. exp.	Written Test
Risk Management Technician	38	HS/GED, 3 yrs. exp.	No Current Testing Requirement
School Administrative Assistant I	40	HS/GED, 45 awpm, 4 yrs. exp.	AF, BE, BW, CS, PR
School Administrative Assistant II	41	HS/GED, 45 awpm, 4 yrs. exp.	AF, BE, BW, CS, PR
School Office Assistant I	28	HS/GED, 35 awpm, 2 yrs. exp.	AF, BW, CS
School Office Assistant II	29	HS/GED, 35 awpm, 3 yrs. exp.	AF, BW, CS
Senior Office Assistant	29	HS/GED, 35 awpm, 2 yrs. exp.	AF, BW, CS
Student Assessment Assistant	27	HS/GED, 35 awpm, 1 yr. exp.	AF, BW, CS
Student Records Assistant	29	HS/GED, 35 awpm, 3 yrs. exp.	AF, BW, CS
Substitute Program Technician	37	HS/GED, 3 yrs. exp.	AF, BE, BW, CS, PR
Switchboard Operator-Receptionist-Mail Service Assistant	29	HS/GED, 1 yr. exp.	AF, AP, BW, CS
Worker's Compensation Technician	37	HS/GED, 3 yrs. exp., Coursework	AF, BE, BW, CS, PR
<u>MATH SKILLS</u>	<u>Salary Range</u>	<u>Minimum Qualifications</u>	<u>Supplemental Tests</u>
Accounting Technician	38	HS/GED, Acct. Exp.	AF, BE, BM, CS
Benefits Technician	40	HS/GED, 2 yrs. college	AF, BE, BW, CS, PR
Budget Analyst	55	BA	AF, AP, BM, CS, BE, NF, TK
Business Office Technician	35	HS/GED, 2 yrs. exp.	AF, BE, BM, BW, CS
Contract Accounting Technician	40	HS/GED, Some College	AF, BE, BM, CS
Facilities Planning Technician	37	HS/GED, 3 yrs. exp.	AF, BE, BW, CS, PR
Fiscal Services Assistant	37	HS/GED, College Coursework Acct./Bookkeeping	AF, BE, BM, CS
Fiscal Services Specialist	52	BA, 5 yrs. Financial Exp.	AF, AP, CS, BE, BM, NF, TK
Fiscal Services Technician	42	HS/GED, Some College	AF, BE, BM, CS
Human Resources Technician	38	HS/GED, 5 yrs. exp.	AF, BE, BW, CS, PR
Human Resources Technician I	42	HS/GED, 5 yrs. exp.	AF, BE, BW, CS, PR
Lead Payroll & Benefits Technician	48	HS/GED, 3 yrs. Payroll Exp.	AF, AP, BE, BM, CS, NF, TK
Library Media Technician/IB Library Resource Technician	30	BA, 2 yrs. exp.	AF, BW, CS, NF

Medical Billing Technician	40	HS/GED, 3 yrs. exp.	AF, BE, BW, CS, PR
Payroll Assistant	33	HS/GED, 2 yrs. exp.	TK, AF, BE, BM, CS, NF
Payroll Technician	39	HS/GED, 3 yrs. exp.	TK, AF, BE, BM, CS, NF
Purchasing Assistant	33	HS/GED, 1 yr. exp.	AF, BE, BM, BW, CS, PR
School Accounting Assistant	37	HS/GED, 3 yrs. exp.	AF, BE, BM, BW, CS
Senior Purchasing Assistant	37	HS/GED, 2 yrs. College Coursework	AF, BE, BM, BW, CS
OTHER	Salary Range	Minimum Qualifications	Supplemental Tests
Buyer	42	HS/GED, 2 yrs. College	AP, BE, BM, BW, NF, PR
Campus Security Assistant	26	HS/GED, Security License	AF, BP, BW, CS,
Certified Occupational Therapist Assistant	50	HS/GED, 2 yrs. exp., COTA Cert.,	Written Test
Health Services Assistant	27	HS/GED, CPR/First Aid	AF, BP, CS
Health Services Assistant II-Special Needs	32	HS/GED, Voc. Nurse Cert., CPR/First Aid	AF, BP, CS
Health Services Assistant-Special Needs	29	HS/GED, CPR/First Aid	AF, BP, CS
Lead Student Mentor/Campus Assistant	48	AA, CPR/First Aid	AP, BP, CS
Safety Specialist	48	BA, Cert.	AF, AP, BW, BE, CS, PR
School/Family Outreach Assistant	34	HS/GED, Coursework	AF, BW, CS, PR
Senior Translator-Spanish	40	HS/GED, 45 awpm, 3 yrs. exp., OMSD Bilingual Test	AF, BE, BW, CS, PR
Senior Translator-Vietnamese	40	HS/GED, 45 awpm, 3 yrs. exp., College Coursework	AF, BE, BW, CS, PR
Student Mentor and Campus Assistant	34	AA, CPR/First Aid	Written Test-Student Mentor
Technology Training Assistant	40	HS/GED, Coursework	Written Test-IA
Translator-Spanish	33	HS/GED-OMSD Bilingual Test	AF, BE, BW, CS, PR
Translator-Vietnamese	33	HS/GED-OMSD Bilingual Test	AF, BE, BW, CS, PR
CUSTODIAL	Salary Range	Minimum Qualifications	Supplemental Tests
Custodian	32	HS/GED, OSHA/Cust Test	No Current Testing Requirement
Custodian-Special Needs	32	HS/GED, OSHA/Cust Test	No Current Testing Requirement
Head Custodian I	37	HS/GED, OSHA/Cust Test	Written Test
Head Custodian II	39	HS/GED, OSHA/Cust Test	Written Test
Head Custodian II-Special Needs	39	HS/GED, OSHA/Cust Test	Written Test
INFORMATION SERVICES	Salary Range	Minimum Qualifications	Supplemental Tests
CLEAR DRIVING RECORDS/DMV PULLS			
Audio Visual/Office Equipment Repair Technician	46	HS/GED, 2 yrs. Journey Exp.	No Current Testing Requirement
Information Services Data System Specialist	52	HS/GED, Exp.	CS
Information Services Help Desk Technician	45	HS/GED, A+ Cert.	No Current Testing Requirement

Information Services Network Technician	51	AA, 5 yrs. exp.	No Current Testing Requirement
Information Services Software Support Technician	42	HS/GED, Computer Coursework	AP, BE, BW, CS, PR
Information Services System Support Technician	49	HS/GED, A+ Cert.	No Current Testing Requirement
Network/Systems Technician	55	HS/GED, 3 yrs. exp. Computer Coursework	No Current Testing Requirement
Technology Equipment Repair Technician	46	HS/GED, 3 yrs. exp., Computer Coursework	No Current Testing Requirement
User Support Technician	40	HS/GED, Computer Coursework	No Current Testing Requirement
Webmaster	45	HS/GED, 3 yrs. exp., Coursework	No Current Testing Requirement
FOOD SERVICE	Salary Range	Minimum Qualifications	Supplemental Tests
<i>CLEAR DRIVING RECORDS/DMV PULLS</i>			
Food Production Equipment Maintenance Assistant	32	HS/GED	No Current Testing Requirement
Food Production Equipment Technician	42	HS/GED, 2 yrs. Journey Exp.	No Current Testing Requirement
Food Service Assistant I	19	HS/GED, Food Handlers License	No Current Testing Requirement
Food Service Assistant II	21	HS/GED, Food Handlers License	No Current Testing Requirement
Food Service Assistant III	25	HS/GED, Food Handlers License	No Current Testing Requirement
Food Service Assistant-Itinerant	19	HS/GED, Food Handlers License	No Current Testing Requirement
Food Service Satellite Operator	23	HS/GED, 3 yrs. exp., Food Handlers License, ServSafe Cert.	No Current Testing Requirement
Food Services Meal Application Specialist/Bilingual	40	HS/GED, Computer Coursework, OMSD Bilingual Test	AF, AP, BW, BE, CS, PR
Lead Food Service Assistant I	23	HS/GED, 3 yrs. exp., Food Handlers License, ServSafe Cert.	No Current Testing Requirement
Lead Food Service Assistant II	25	HS/GED, 3 yrs. exp., Food Handlers License, ServSafe Cert.	No Current Testing Requirement
Lead Food Service Assistant III	27	HS/GED, 4 yrs. exp., Food Handlers License, ServSafe Cert.	No Current Testing Requirement
Nutrition Services Technology Specialist	52	BA, 3 yrs. exp, A+ Cert.	AF, AP, BE, CS, IW, PR
Stationary Engineer-Nutrition Center	48	HS/GED, 3 yrs. Journey Exp., License	No Current Testing Requirement
INSTRUCTIONAL	Salary Range	Minimum Qualifications	Supplemental Tests
Data-Media Assistant	37	NCLB, 1 yr. Media Support Exp.	AF, BW, BE, CS
Early Childhood Education Assistant	26	HS/GED, 6 ECEA Units	Written Test IA
Instructional Assistant	29	NCLB	Written Test IA
Instructional Assistant-Behavior Intervention	29	NCLB	Written Test-IA
Instructional Assistant-Bilingual Spanish	29	NCLB, OMSD Bilingual Test	Written Test IA
Instructional Assistant-Bilingual Vietnamese	29	NCLB	Written Test IA
Instructional Assistant-Computer	29	NCLB, 1 yr. Computer Exp.	Written Test IA
Instructional Assistant-Learning Needs	29	NCLB	Written Test-IA
Instructional Assistant-Orthopedic Needs	29	NCLB	Written Test-IA
Instructional Assistant-Preschool Inclusion	29	NCLB, 12 ECEA Units	Written Test-IA

Instructional Assistant-Resource Center	29	NCLB	Written Test-IA
Instructional Assistant-Speech Therapy	29	NCLB	Written Test-IA
Physical Education Assistant	26	HS/GED, Competency, First Aid	Written Test PE
Primary Intervention Assistant	25	HS/GED, Competency	Written Test-IA
Sign Language Interpreter	50	NCLB, 1 yr. exp., Interpreter Cert.	AF, BW, CS
Special Needs Program Assistant	29	HS/GED, Competency	Written Test-SNPA Test
Speech-Language Pathology Assistant	50	AA, 1 yr. exp., SLPA License	Written Test-IA
TRANSPORTATION	Salary Range	Minimum Qualifications	Supplemental Tests
<i>CLEAR DRIVING RECORDS/DMV PULLS</i>			
Bus Driver	35	HS/GED, Cert., Red Cross	Department Test
Bus Driver Scheduler/Dispatcher	39	HS/GED	Department Test
Bus Driver/General Maintenance Worker	35	HS/GED, Cert., Red Cross	Department Test
Bus Mechanic	46	HS/GED	Department Test
Car Driver	31	HS/GED	Department Test
Lead Bus Mechanic	48	HS/GED, 4 yrs. Journey Exp.	Department Test
Mobile Learning Unit Driver	33	HS/GED, 1 yr. exp.	Department Test
Supervisor of Transportation Safety and Training	See Salary Schedule		BE, BW
MAINTENANCE	Salary Range	Minimum Qualifications	Supplemental Tests
<i>CLEAR DRIVING RECORDS/DMV PULLS</i>			
Carpenter	46	HS/GED, 2 yrs. Journey Exp.	Written Test
Delivery Driver (also Food Service)	33	HS/GED, 1 yr. exp.	Written Test
Electrician	46	HS/GED, 2 yrs. Journey Exp.	Written Test
Environmental Assistant	39	HS/GED, 2 yrs. exp.	Written Test
Environmental Technician	44	HS/GED, 3 yrs. exp., Cert.	Written Test
Fleet Maintenance Technician	45	HS/GED, 2 yrs. Journey Exp.	Written Test
General Maintenance Worker	34	HS/GED, 2 yrs. Construction Exp.	Written Test
General Tradesman	45	HS/GED, 3 yrs. exp.	No Current Testing Requirement
Grounds & Maintenance Worker I	32	HS/GED, 1 yr. Grounds Exp.	Written Test
Grounds & Maintenance Worker II	34	HS/GED, 2 yrs. Grounds Exp.	Written Test
HVAC Technician	46	HS/GED, 2 yrs. Journey Exp., EPA License	Written Test
Inventory Control Technician	38	HS/GED, 1 yr. Warehouse Exp.	AF, AP, BM, CS
Irrigation Technician	44	HS/GED, 2 yrs. exp.	Written Test
Lead Carpenter	48	HS/GED, 3 yrs. Journey Exp.	Written Test

Lead Custodian	45	HS/GED, 3 yrs. Journey Exp.	Written Test
Lead Electrician	48	HS/GED, 3 yrs. Journey Exp.	Written Test
Lead Fleet Maintenance Technician	47	AA, Welding Cert.	Written Test
Lead Grounds & Maintenance Worker	45	HS/GED, 3 yrs. exp.	Written Test
Lead HVAC Technician	48	HS/GED, 3 yrs. Journey Exp., EPA License	Written Test
Lead Locksmith	48	HS/GED, 3 yrs. Journey Exp.	Written Test
Lead Painter	48	HS/GED, 3 yrs. Journey Exp.	Written Test
Lead Plumber/Irrigation	48	HS/GED, 3 yrs. Journey Exp, Backflow License	Written Test
Lead Utility Maintenance Worker	45	HS/GED, 2 yrs. exp.	Written Test
Locksmith	46	HS/GED, 2 yrs. Journey Exp.	Written Test
Painter	46	HS/GED, 2 yrs. Journey Exp.	Written Test
Plumber	46	HS/GED, 2 yrs. Journey Exp.	Written Test
Senior Warehouse Worker	40	HS/GED, 4 yrs. exp., Forklift License	Written Test
Skilled Trades Technician	37	HS/GED, 2 yrs. Journey Exp.	Written Test
Utility Maintenance Worker	37	HS/GED, 1 yr. exp.	Written Test
Warehouse Worker	34	HS/GED	BM, BS, FS
CONFIDENTIAL		<u>Job Posting Requirements</u>	<u>Tests</u>
Executive Assistant (Confidential)	See Salary Schedule	Refer to Job Description	AF, AP, BE, CS, BW, PR
Executive Assistant to Deputy/Assistant Superintendent	See Salary Schedule	Refer to Job Description	AF, AP, BE, CS, BW, PR
Executive Assistant to Superintendent	See Salary Schedule	Refer to Job Description	AF, AP, BE, CS, BW, PR
Human Resources Analyst/Certificated	See Salary Schedule	Refer to Job Description	BE, BW
Human Resources Analyst/Classified	See Salary Schedule	Refer to Job Description	BE, BW
Position Control Analyst	See Salary Schedule	Refer to Job Description	BE, BW
Senior Assistant to Superintendent	See Salary Schedule	Refer to Job Description	BE, BW
*At the discretion of the superintendent/designee, experience may be taken into consideration to qualify final candidates for selection.			