



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: DISTRIBUTION OF JOB BULLETINS AND
VACANCY ANNOUNCEMENTS**

Policy No.: A251
Supersedes: August 3, 2006
Revision Date: November 13, 2009
Page: 1 of 1

PURPOSE:

To provide Department Heads, Service Chiefs and managers with guidelines for the timely distribution of Job Bulletins and Vacancy Announcements.

POLICY:

The Human Resources Office is responsible for the posting and/or distribution of Job Bulletins and Vacancy Announcements.

Department Heads, Service Chiefs and managers are responsible for ensuring that Job Bulletins and Vacancy Announcements are posted and/or circulated among all staff in a timely manner so that all employees have the opportunity to compete in examinations.

GUIDELINES:

Job Bulletins and Vacancy Announcements administered by Rancho Los Amigos National Rehabilitation Center, the Department of Health Services, and the Department of Human Resources are distributed within three business days of receipt to Department Heads, Service Chiefs and managers. Vacancy Announcements may be posted on the Department of Health Services Job Information Website upon request, and they are subject to review and approval by Human Resources.

Job Bulletins and Vacancy Announcements administered by other Los Angeles County departments, private/public (non-Los Angeles County) employers, and colleges/ universities will be available for viewing in the Human Resources Office within three business days of receipt.

GLT:mm

EFFECTIVE DATE: July 1995

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File

