

PC Self-Service Guide for Administrators

1. Log-In with your LAUSD Single Sign-On

Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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2. Select PC Self-Service tab

Home Systems Access Request HR Self-Service **PC Self-Service** Recruiting

Principals

3. PC Self-Service will display the window below. Using the dropdown arrow select the Job Class, Employment Type and Shift Preference. All 3 must have a selection in order to generate a list.

Home Systems Access Request HR Self-Service **PC Self-Service** Recruiting

Principals

Eligibles, Interviews, & Offers

Eligibles, Interviews, & Offers

Classified Eligibility list for San Pedro SH

Job Class:

Employment Type:

Shift Preference:

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List of Job Classifications available for PC Self-Service:

Note: List of job classifications are subject to change and are reflected on the drop-down menu.

- ❖ Job Class:
 - 22104061 ASST PLANT MANAGER I
 - 22104075 BLDG & GROUNDS WORKER
 - 24102585 CONTINUATION SCHOOL OFFICE MANAGER
 - 24102580 EARLY ED CENTER OFFICE MANAGER
 - 22104081 EARLY EDUCATION CENTER ATTENDANT
 - 22204291 FOOD SERVICE MANAGER I
 - 22204296 FOOD SERVICE MANAGER IV
 - 22204297 FOOD SERVICE MANAGER V
 - 22204391 FOOD SERVICES WORKER
 - 24102680 LIBRARY AIDE
 - 24102828 OFFICE TECHNICIAN
 - 22104054 PLANT MANAGER I
 - 22104047 PLANT MANAGER II
 - 22104037 PLANT MANAGER III
 - 22104021 PLANT MANAGER IV
 - 24102500 SCHOOL ADMINISTRATIVE ASSISTANT
 - 22104097 SCHOOL FACILITIES ATTENDANT
 - 22204395 SENIOR FOOD SERVICE WORKER
 - 24102838 SR OFFICE TECHNICIAN

- ❖ Employment Type:
 - Full Time (7 – 8 hours/day)
 - Part Time (4 – 6.5 hours/day)
 - Part Time (3.5 hours/day)

- ❖ Shift Preference:
 - Morning/Day Shift
 - Afternoon/Evening Shift
 - Night Shift

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Hire a Candidate

1. Select Candidate
2. Select “Hire a Candidate”

Classified Eligibility list for San Pedro SH

Job Class: 22104075 BLDG & GROUNDS WORKER
Employment Type: Full Time (7 - 8 hours/day)
Shift Preference: Afternoon/Evening Shift

Search | Reset

Eligibility list snapshot from 09/20/2019 valid until 09/24/2019. Candidates who are no longer available are marked below. If less than 3 ranks of candidates are still available, you may discard this snapshot and re-run the list.

Total: 44 Record(s)

View: [Standard View] | Export

Rank	Full Name	Pers.No.	Not available	E-Mail Address	Eligibility type	Phone1	Phone2	Current site pho...	Current site	Current site job	Employment type	Shift	Invited for Interview
1	RH_INT01 TEST	78978971		RH_INT01@LAUSD.NET	ExamClassified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
2					ExamClassified - Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
3					ExamClassified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3					ExamClassified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3					ExamClassified - Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
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0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	

Invite to interview | Hire a Candidate | Discard Snapshot

Offer of employment

Org. Unit: San Pedro SH
Candidate: Evening worker 8hraa7sc70
Job Classification: BLDG & GROUNDS WORKER
Employment Type: Full Time (7 - 8 hours/day)
Shift: Afternoon/Evening Shift

Select a vacant Position: [] or enter a PCN: 30073047
Work Schedule: 01:00 pm to: 9:30 pm

Note to Assignment Technician:
Upcoming B&GW vacancy effective 10/07/2019.

Submit

3. Complete Offer of Employment by selecting the job class using the drop-down list or enter the vacancy PCN. The drop down will display current vacancies on site. If you don't see the job class desired, provide a brief explanation for the Assignment Technician under "Note to Assignment Technician".
4. Enter employees work schedule [From AM/PM] - [To AM/PM].
5. [OPTIONAL] Note to Assignment Technician is available for you to provide additional information for the Assignment Technician regarding the PCN or candidate etc.
6. When you are done select SUBMIT.

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- "Offer of Employment" submitted successfully.
- Please checky our email for more information.

Job Class: 22104075 BLDG & GROUNDS WORKER
Employment Type: Full Time (7 - 8 hours/day)
Shift Preference: Afternoon/Evening Shift

Email confirmation sent to Administrator regarding "Offer of Employment".

Intent to hire BLDG & GROUNDS WORKER

Created Martha Garcia

Dear Martha Garcia,

Thank you for submitting your "Offer of Employment" for BLDG & GROUNDS WORKDER. Your assignment technician will contact Eveningworker 8hraa7sc70 and proceed with the onboarding proces. Should you have additional questions or concerns, you may contact Grace Chavez, at [assignment tech phone] or via email at GRACE.CHAVEZ@LAUSD.NET.

Thank you,
Classified employment Services Branch

Email confirmation sent to Assignment Technician regarding "Offer of Employment".

Intent to hire BLDG & GROUNDS WORKER

Created Martha Garcia

Dear Grace Chavez,

The principal at San Pedro SH has selected Eveningworker 8hraa7sc70 3105551212 for BLDG & GROUNDS WORKER. Please contact the candidate and proceed with next steps.

Final email notice:

Email confirmation sent to Administrator "Candidate Accepted Job Offer".

Job Offer - BLDG & GROUNDS WORKER

Created Grace Chavez

Dear Martha Garcia,

This email is to confirm that Eveningworker 8hraa7sc70 has accepted your offer for the position of BLDG & GROUNDS WORKER. Your assignment technician will contact the candidate and proceed with the onboarding process.

Should you have additional questions or concerns, please contact TEST CLASSIFIED HIRING MANAGER at 213-241-0000 or via email at TESTCLASSIFIED@LAUSD.NET.

Thank you,
Classified Employment Services Branch