

AR 7120.2 Classified Hiring Procedures Full-Time and Part-Time

Revised Spring 2006

HIRING PROCEDURES FULL-TIME AND PART-TIME CLASSIFIED I N D E X

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I. Position Authorization

A. Regular and Hourly On-Going

Regular positions are defined as 20 to 40 hours per week. Hourly on-going positions are defined as less than 20 hours per week that are not substitute or short term in nature.

1. Replacement positions and new positions require line administrator/supervisor to initiate and complete a Personnel Requisition form. The initiator is responsible for obtaining all the required signatures (appropriate administrator, Special Projects office or others), prior to submittal to the appropriate Vice Chancellor/College President.
 - a. Replacement requests must be approved by the Vice Chancellor/College President, and sent to Human Resources Department for processing.
 - b. Requests for new positions at one of the colleges must be reviewed by the appropriate President's Council. New positions at the District

office need to be reviewed by the Chancellor's Council.

2. Class Specifications on file in the Human Resources Department will be used for the individual job announcements. Any special needs (e.g., bilingualism, evening hours, or other requirements) not included on the district class specification should be listed on the Personnel Requisition form under special requirements.

II. Job Announcement Preparation

A. The Executive Vice Chancellor of Human Resources and Educational Services or designee reviews all Personnel Requisitions prior to the preparation of the Job Announcement. When appropriate, the Executive Vice Chancellor of Human Resources and Educational Services or designee will meet with the requester to review and clarify the criteria to ensure district compliance with the District Equal Employment Opportunity Plan.

B. The Human Resources Department prepares the Job Announcement and distributes it to appropriate agencies, organizations and individuals.

C. Each job announcement flyer shall state that applicants selected for interviews may be required to take additional tests or assessments. Applicants selected for interviews will be notified of the specific additional tests or assessments required prior to the date of the interview.

III. Special Requests

A. In consultation with the requester, Executive Vice Chancellor of Human Resources and Educational Services or designee determines and approves special recruitment efforts.

1. Special Mailings
An individual, department or division may suggest groups to be included in a special mailing. The Human Resources Department will prepare labels and mail the flyers or coordinate those efforts with the departments or division.
2. Newspapers – Magazine Advertisement
Requests for special advertisements are considered on an individual basis by the Executive Vice Chancellor of Human Resources and Educational Services or designee, based on time lines, recruitment needs and costs.

IV. Special Testing or Assessment

A. Special tests or assignments that will be required of all applicants (e.g., typing or ten-key), will be included on the Job Announcement flyer. Any special tests and accompanying rationale shall be submitted by the requester to the Human Resources Department for review.

B. Any special testing or assessment recommended by the Screening Committee must be approved by the Executive Vice Chancellor of Human Resources and Educational Services.

C. The Human Resources Department will be responsible for conducting all assessment or testing.

V. Announcement Procedures

A. The open application period is a minimum of 15 working days in order to provide adequate time for effective recruitment. The first working day following the closing date, the Executive Vice Chancellor of Human Resources and Educational Services or designee shall determine if an adequate applicant pool has

been recruited. The closing date may be extended if an adequate qualified pool is not achieved and additional recruitment efforts are required.

B. The Job Opportunities listing is distributed utilizing a pre-determined distribution list and any special distribution lists.

C. Position advertised "in –District only" is available only to current employees and employees on the 39 month rehire list. (Excluding short-term and substitute employees).

D. Current employees of the District wishing to be considered for open positions need to complete and submit a new district application form and meet any additional requirements of the applications process (excludes transfer opportunities). Former employees, who are on the 39 month rehire list, shall be treated in this process as though they were current employees.

E. Job announcement will include screening criteria to be used during paper screening and interviews. This will be:

1. Educational experience (breadth and depth).
2. Working experience (breadth and depth).
3. Demonstrated ability to work cooperatively with others.
4. Bilingual ability (if needed).
5. Demonstrated experience in working with diverse socioeconomic communities.
6. Professional growth activities.
7. Specialized skills training.
8. Leadership skills.
9. Written and/or oral communication skills.
10. Presentation.
11. Problem solving.

VI. Screening Committee Selection

A. Screening committees shall recommend qualified finalists to the appropriate program administrator.

B. The Human Resources Department will review all applications to ensure that committee members are not applicants. The chair will be one who is familiar with the employment procedures, the Equal Employment Opportunity Plan requirements, and one who has the resources to perform the duties of chair, e.g., clerical support. The program administrator will appoint the chair. Prior to receiving applications from the Human Resources Department, the screening committee may elect a co-chair to work with the chair.

C. It is the responsibility of the program administrator to coordinate the development of committee membership. The committee shall consist of three (3) to seven (7) members, which includes as a minimum: the chair, an Equal Employment Opportunity Monitor appointed by the chair or co-chair of the Equal Employment Opportunity Advisory Committee, and one non-management classified employee. If trained, the chair may serve as the Equal Employment Opportunity Monitor on the committee. The program administrator shall ensure that representation on the committee is complete and the first committee meeting is scheduled.

D. The complete list of committee members is reviewed by the program administrator and forwarded to the Human Resources Department. The Executive Vice Chancellor of Human Resources and Educational Services or designee will review the committee composition. The Executive Vice Chancellor of Human

Resources and Educational Services or designee shall consult with the program administrator regarding discretionary appointments if changes are necessary.

E. The role of the Equal Employment Opportunity Monitor on the screening committee will be the following:

1. Serve as a participating member of the committee.
2. Monitor the screening process for adherence to established personnel procedures and practices.
3. Serve as a resource in the area of equal employment opportunity.
4. Serve as a liaison between the committee and the Human Resources Department to address issues and concerns regarding equal opportunity. For further details about the monitor's responsibilities, see the current Equal Employment Opportunity Plan.

VII. Paper Screening

A. Paper screening will be scheduled following the close of the application period.

B. The application packets will be available to the chair on the day of paper screening. During the first committee meeting, the Executive Vice Chancellor of Human Resources and Educational Services or designee will review the committee's role and relevant procedures.

C. It is the responsibility of the chair to schedule a room for subsequent meetings. The chair will notify committee members of room locations and interview times. This information will be communicated to the Human Resources Department by submitting the Screening Certification Form.

D. It is the responsibility of the chair to review the Job Announcement with the committee highlighting specific requirements and qualifications. The committee will determine operating procedures before paper screening begins. These procedures include identifying the screening criteria, the paper screening process, interview questions, other screening options, and the method of choosing candidates.

E. Utilizing the Paper Screening Review Form, the committee shall review all applications and evaluate them on the basis of job-related qualifications and competencies. Evaluation criteria must be applied consistently to all candidates. Applicants not selected for an interview shall have at least one job-related deficiency.

F. The committee will complete a Paper Screening Review Form indicating those to be interviewed. The chair will also submit a Screening Certification Form. Those not selected to be interviewed will be promptly notified by the Human Resources Department within five (5) working days.

VIII. Paper Screening Process – Review and Follow-up

A. The Executive Vice Chancellor of Human Resources and Educational Services or designee will review materials submitted by the committee to ensure consistency of screening criteria and the reasons for recommending or not recommending applicants for interviews.

B. The Human Resources Department will coordinate the scheduling of interviews.

C. Interviews will be scheduled upon receipt of the paper screening materials in the Human Resources Department.

IX. Development of Interview Questions

A. During the paper screening process, the chair and committee shall prepare a set of questions to be asked of all interviewees. A copy of the questions is sent to the Human Resources Department for review and approval.

B. As a standard procedure, the Executive Vice Chancellor of Human Resources and Educational Services or designee reviews all questions to ensure compliance with District and federal regulations. When appropriate, the Executive Vice Chancellor of Human Resources and Educational Services or designee will consult with the chair on items in question.

C. In consultation with the committee, the chair will determine if the prepared set of questions is to be (a) given to the interviewees prior to the interview, (b) given to the interviewees during the interview session, or (c) asked of the interviewees during the interview. The preference of the committee shall be communicated to the Human Resources Department.

D. A resource file of interview questions is available for review by chairs. This file is maintained in the Human Resources Department.

E. All interview questions shall be job-related. The questions should be based on the criteria for selection as published on the job announcement. The approved questions shall be asked consistently of all applicants. Follow-up questions may be asked to clarify or further investigate a response given by an applicant.

X. Interviews

A. Before interviews begin, the committee shall decide how finalists will be selected should consensus not be possible. Sufficient time should be provided to allow a proper assessment of the candidate's qualifications.

B. The chair or designee may pick up the interview packets from the Human Resources Department on the day of the interviews. Any other arrangements need to be worked out between the chair and the Human Resources Department, e.g., interviewing at 8:00 a.m. at a site other than the District office.

C. Following the interview process, the committee will consider the qualifications of those interviewed and will submit recommended finalists to the Human Resources Department using the Interview Report Form. The chair shall indicate on the Interview Report Form specific reasons for not recommending applicants as finalists. No less than two finalists may be recommended to the program administrator. The recommended finalists' application packets shall be submitted by the chair to the program administrator. Upon submission of the Interview Report Form and the Finalist Recommendation Form to the Executive Vice Chancellor of Human Resources and Educational Services or designee for review, the program administrator may initiate the reference check process.

D. There may be a final interview conducted by the program administrator.

XI. Reference Check Process

A. It is the responsibility of the Human Resources Department to ensure that reference checks are made on all recommended finalists using the standard Reference Check form. Additional questions may be added to the form, as long as the question(s) is (are) asked about all finalists. In such cases, all additional questions shall be reviewed and approved by the Executive Vice Chancellor of Human Resources and Educational Services or designee. The program administrator shall be responsible for the reference check process. The co-chair may conduct the reference checking in conjunction with the program administrator.

XII. Selection and Recommendation

A. The program administrator will review the recommendations of the committee and submit to the Human Resources Department a list of acceptable candidates in ranked order, along with reference checks and application packets.

B. The Human Resources Department shall contact the top candidate and offer the position. If the first candidate does not accept the offer, the Human Resources Department will consult with the Program Administrator to determine if another candidate will be selected or if the position will be reopened.

C. The Human Resources Department shall notify all unsuccessful applicants within five (5) working days.

XIII. Notification of Employment

A. The Human Resources Department will notify the program administrator of the candidate's acceptance. A Classified Employee Status Change form is prepared and submitted by the line administrator through the appropriate channels.

NOTE: All special project positions require that a Status Change form be signed by the Special Projects Office prior to submission to the appropriate Vice Chancellor/College President or designee.

B. Classified Employee Status Change forms are sent to the appropriate Vice Chancellor/College President or designee for signature. Following signing, the form is sent to the Human Resources Department.

XIV. Board Approval

A. Candidates recommended for hire are submitted to the Board of Trustees at the first regularly scheduled meeting following acceptance of the position.

B. Placement on the salary schedule is based on the approved Salary Schedule provisions and reviewed by the Executive Vice Chancellor of Human Resources Department and Educational Services or designee.

C. The Human Resources Department notifies the successful candidate in writing of favorable Board action and salary placement.