

## **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

### **AP 7301 Recruitment and Selection: Classified Staff**

References: Education Code Sections 88003 and 88013

The following sets forth the procedure to be used for the recruitment and selection of all regular full-time and part-time classified staff. The District determines at its discretion whether a vacancy exists and whether any vacant position shall be filled.

#### **1. Approval to Fill an Existing or New Position**

The following steps are to be followed to request approval to fill an existing or new position:

- a) The appropriate Manager/Supervisor or Vice President will submit a request to fill a position utilizing the Applicant Tracking System (ATS). This step results in the creation of a job posting in the ATS.
- b) The completed posting is submitted via the ATS to the appropriate Vice President for approval or disapproval. If the Vice President does not approve the position, the process ends and the appropriate Manager/Supervisor is so notified.
- c) In the event the job posting is approved by the appropriate Vice President, the job posting is forwarded to the Director of Human Resources for approval or disapproval. If the Director of Human Resources does not approve the position, the process ends and the appropriate Manager/Supervisor is so notified.
- d) In the event the job position is approved by the Director of Human Resources, the job posting will be submitted to President's Cabinet for final approval.
- e) Requests for new positions will be reviewed by the Office of Human Resources to determine the appropriate classification. If it is determined that a new classification needs to be created, the Office of Human Resources will develop a proposed job description and salary placement and meet with CSEA to reach an agreement on the new classification.

#### **2. Recruitment**

Job postings will be advertised for at least six (6) weeks. With approval from the Director of Human Resources, the recruitment time period may be reduced to no less than four (4) weeks.

In consultation with the appropriate Manager/Supervisor, the Office of Human Resources will develop a hiring plan to include the advertisement strategy, any preferred qualifications, interview questions, interview schedule, and whether an employment exam will be administered.

All job postings will state the closing date for the receipt of applications. Applications will not be accepted after the closing date unless otherwise authorized by the Director of Human Resources.

The Office of Human Resources will be responsible for screening all applicants and will, for all recruitments, develop a list of applicants to be interviewed.

### 3. Selection

The Office of Human Resources shall establish the Selection Committee. The Selection Committee shall be comprised of five (5) individuals, which shall include one (1) manager, one (1) supervisor and three (3) classified employees. At least one classified employee from the hiring department shall be included and CSEA shall appoint one classified employee to the Selection Committee. A Selection Committee of fewer or greater participants may be utilized with the approval of the Director of Human Resources.

The Office of Human Resources shall appoint an Equal Employment Representative to serve as a non-voting member of the Selection Committee.

The Manager of Human Resources/Staff Diversity, or designee, shall meet with Selection Committees to review the interview process and principles of Equal Employment Opportunity.

The Selection Committee shall conduct interviews. A member of a Selection Committee must attend all pre-interview meetings and all interviews.

The Selection Committee shall select a final candidate to be recommended for hire. In situations where the job posting is for a position that is a direct report to the Superintendent/President, Vice President or Manager/Supervisor, the Director of Human Resources may authorize a second level interview by the Superintendent/President, Vice President or Manager/Supervisor. In such situations the Selection Committee shall forward at least two applicants for consideration. The final recommendation for hiring will be made by the appropriate Manager/Supervisor.

### 4. Offer of Employment

Upon completion of all background checks, the recommended candidate will be made a conditional offer. All offers of employment must be approved by the Board of Trustees, and may be revoked at any time prior to approval by the Board of Trustees.

## 5. Confidentiality and Integrity of the Recruitment and Selection Procedure

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the selection process:

*My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file and I will have no future participation in the recruitment and selection process, at the discretion of the Manager of Human Resources/Staff Diversity.*

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Manager of Human Resources/Staff Diversity and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity

## 6. Equal Employment

This administrative procedure will be implemented in compliance with Administrative Procedure 7100 - Equal Employment Opportunity.

Board Approved	02/07/12
Desk Review	08/26/13
Desk Review	03/15/17