ADMINISTRATIVE PROCEDURE 7123
HIRING PROCEDURES FOR REGULAR ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS

These procedures apply to hiring all full-time regular status management personnel except the Chancellor. Separate procedures apply for the selection of an interim/acting appointment.

I. Request to Advertise

To fill a vacant management position, submit a Request to Advertise packet to Human Resources which must contain the following items:

A. Personnel Action Form (Paper Form) – Request To Advertise. In addition to the standard fields, the following information must be included on the PA:

   a. Position Control Number (Consult with Director of Human Resources, if none)
   b. Job Code & Title
   c. Budget Code
   d. Comments – Include name of prior incumbent.

B. President/Vice Chancellor Memorandum – Explains the reason why the college/department is requesting to fill the position. This memorandum should also address:

   o Changes in the duties of the position, if any, since the last time the position was filled.
   o Any special advertising requests (subject to review and budget).
   o Details around any testing/evaluation requirements of applicants and/or semi-finalists.

C. Draft Job Description – If the position has previously been filled, the draft should be a copy of an already approved job description with any changes either highlighted or underlined. The job description should include duties, minimum qualifications and desirable qualifications. If a new job title is being proposed, Human Resources will determine the proper title, salary, duties, etc., including whether the position is grant-funded.

D. Recruitment Plan and Timeline – All phases of the recruitment shall be concluded no later than 45 days after the first review date. By the 45-day period, a determination should be made to either:
   • Recommend a finalist;
   • Not recommend a finalist; and
   • Re-advertise the position.

   The Hiring manager will work with Human Resources to develop a Recruitment Plan and timeline that includes all phases of the screening and interviewing process including dates for the community forum.

E. All positions will be advertised as “open until filled” and will state a first review date of applications by the Selection Committee

F. The request to advertise must be submitted together with the Recruitment Plan signed by the Hiring Manager before the position will be advertised.

II. Selecting the Hiring Committee

A. The hiring manager must submit the appointments of three administrators for the hiring committee to Human
Resources with the “request to advertise” packet. The hiring manager is normally the person who directly supervises the position where the vacancy exists, except as otherwise specifically stated below. Human Resources is responsible for convening the first meeting of the hiring committee.

B. All committees include at least one voting member of a historically underrepresented group; however, the committee shall be balanced by diversity to the extent possible. The Vice Chancellor for Human Resources and Employee Relations or designee may request changes in appointments to provide diversity.

1. “Historically underrepresented” group means ethnic minorities, women and persons with disabilities. The Board of Governors recognizes that ethnic minorities, women, and persons with disabilities have historically faced discrimination and other obstacles that limited their opportunities for education, and academic success.

2. “Ethnic minorities” means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, and Hispanics.

C. Each committee also includes at least one employee from the program, unit or area for which the management position is responsible, and at least one employee from other areas of the College/District Office with whom s/he will work regularly. The representative groups selecting appointees in these procedures are requested to appoint members who meet these requirements.

D. If additional expertise is desired, the Chancellor may appoint a person from inside or outside the District to augment any hiring committee.

III. Hiring Committee Membership

Following is a list of the required members of the hiring committees for the various categories of management positions:

A. College President

1. Three administrators appointed by the Chancellor, one to act as the chair of the committee. The chair will be selected by the Chancellor. One administrator should be a College President.

2. Three faculty appointees: one being the College Academic Senate President or designee, one being appointed by PFT, and one jointly appointed by the College Academic Senate President, and PFT.

3. Two classified appointments: one selected jointly by SEIU Local 1021 and Local 39, and the other by the College Classified Senate President.

4. Two associated student appointees may be selected by the Chancellor.

5. One community representative will be selected by the Chancellor.

B. All college management positions below the level of College President:

1. Three managers appointed by the College President, one to act as the chair of the committee. One manager should have expertise in the area.

2. Three faculty appointees; one appointed by the College Academic Senate President and one appointed by the PFT, and one jointly appointed by the College Academic Senate President and the PFT.

3. Two classified appointments: one selected jointly by SEIU Local 1021 and Local 39, and the other by the College Classified Senate President.
Two associated student appointees may be selected by the College President.

C. All district office management positions Vice Chancellors and below:

1. Three managers appointed by the Chancellor, or supervising Vice Chancellor, one to act as the chair of the committee. One manager should have expertise in the area.

2. Three faculty appointees; one appointed by the District Academic Senate President, one appointed by the PFT President, and one jointly appointed by the District Academic Senate President and the PFT President.

3. Two classified appointments: one selected jointly by SEIU 1021 and local 39, and the other by the District Classified Senate President.

IV. Appointing Bodies Responsibilities

Upon notification, the appointing bodies are responsible for making recommendations for committee appointment(s) within 7 business days. An additional three (3) business days may be granted, upon request, if additional time is needed beyond the initial 7 business days. If the appointing body fails to make a recommendation for the committee appointment(s) within the prescribed time, the Chancellor, the President or the supervising Vice Chancellor shall either directly appoint a replacement from the constituency or instruct the committee to proceed without representation from the body that failed to make an appointment.

A. The request for appointments from Human Resources should include the approved Recruitment Plan Timeline and the first committee meeting date that the representatives appointed to the committee must commit to in order to participate in the committee.

B. All committees shall be appointed and approved by Human Resources no later than two weeks before the established “first review” date of applications by the committee as designated in the Recruitment Plan Timeline.

V. Preparing the Job Description

A. Once a position is authorized, the Chancellor or College President, in consultation with Human Resources, will prepare a job description. The college or district senate has five working days in which to review and provide input on new or significantly changed job descriptions before they are finalized.

B. After confirmation of the position and budget, Human Resources will forward the recommended job description to the Chancellor for review and approval

C. All job announcements will state the following:

“The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, sexual orientation and active duty military or veterans, in any of its policies, procedures or practices.”

VI. Advertising the Position

A. The Office of Human Resources shall develop a recruitment plan to recruit a diverse pool of qualified applicants.

B. The position will be posted as “Open until Filled”. The job announcement will indicate a First Review Date that will be 30 days after the posting date.
C. On the first review date, the Vice Chancellor of Human Resources and Employee Relations or designee will review the applicant pool to determine if the applicant pool is adequate. If not, the posting period may be extended and the position re-advertised, as appropriate.

VII. Reviewing and Screening the Applications

A. The Vice Chancellor for Human Resources and Employee Relations or designee, reviews the composition of the pool of applicants to determine if legal requirements relating to Equal Employment and non-discrimination have been met. After the Vice Chancellor for Human Resources and Employee Relations or designee completes the initial review of the applications received, the screening committee will be given access to the applications. The screening committee will determine the eligibility pool by reviewing the applications to determine if they meet the published minimum qualifications or have all qualifications that are at least equivalent.

B. Committee members rate each candidate on a district-approved form.

VIII. Initial Committee Meeting

A. A Human Resources representative will schedule the initial committee meeting based on the established Recruitment Plan Timeline. The initial meeting will include training on the hiring process, confidentiality, equal employment opportunity requirements and interviewing best practices. **All members of the committee must attend the first meeting.** Those who have participated on a screening committee and attended a committee briefing within the past six months are not required to attend. However, Human Resources strongly recommends that you do.

B. The committee will reach an agreement regarding dates and times for all remaining committee meetings, including interview dates based on the established timeline. All future meetings must stay on course with the timeline. In the event a committee member is unable to participate in a meeting, they will be excused from the committee and will not participate in any decisions or discussions, and the committee will move forward without delay.

C. The committee will determine if writing samples, portfolios, and/or other supplementary materials and tasks are required for the first-level interview; Human Resources will review and approve all interview questions, writing samples, and other supplementary materials and tasks to be used in the interview. Human Resources will ensure that candidates have appropriate notice for these requirements when scheduling the interviews.

IX. Reviewing the Hiring Procedures and Developing Evaluation Criteria and Questions

A. The committee chair reviews the Management Hiring Procedures with the hiring committee. Part of the review is to include agreement by all participants that the entire process is confidential.

B. In consultation with a Human Resources representative, the hiring committee formulates criteria and method of evaluating the applications to select the candidates to be interviewed. The hiring committee may consider only qualifications and requirements related to the duties and responsibilities of the position in the method of evaluation.

C. The hiring committee develops interview questions that relate to the duties and responsibilities of the position. The Vice Chancellor of Human Resources and Employee Relations or designee reviews these questions to ensure compliance with equal employment opportunity laws. Interview questions must be submitted to Human Resources for approval five working days before the interviews are scheduled.

X. Preparing for the First-level Interviews
A. After screening all applications, the hiring committee, decides those candidates to be invited for an interview.

B. The Vice Chancellor for Human Resources and Employee Relations or designee reviews the list of candidates selected for an interview to determine if legal requirements relating to Nondiscrimination and Equal Employment Opportunity has been met. If the Vice Chancellor for Human Resources and Employee Relations or designee determines that legal requirements have not been met, s/he shall assist the hiring committee in addressing the problem(s).

1. Provide candidates to be interviewed with at least five business days advance notice.

C. The Vice Chancellor for Human Resources and Employee Relations or designee communicates any recommended changes in questions, topics, supplementary materials, or the evaluation system to the hiring committee.

XI. Conducting the First-Level Interviews

A. The hiring committee, with all members present, interviews and evaluates each candidate. In the event a committee member, due to extenuating circumstances, is unable to participate in the entire interview process, h/her rating shall be eliminated, and, the committee member shall not participate in the deliberation of candidate(s). If any member feels that h/she is unable to maintain objectivity through the process, that individual shall resign from that committee immediately. All committee members are to keep their deliberation, decision, written materials, names of candidates, interview and testing criteria, and all other parts of the selection process completely confidential.

B. A Human Resources representative will notify the candidates at least seven working days in advance of their interview date and time.

C. Phone, teleconferencing or Skype interviews are not permitted. All candidates must appear for their interview in person.

D. Interview questions shall not be given to candidates in advance. However, the questions can be affixed to the table during the interview for the candidate’s convenience.

E. Candidates invited to the first level interviews will not be reimbursed for travel expenses

F. Finalists for Vice Presidents, Vice Chancellors, and Presidents will be reimbursed up to $750 for reasonable travel expense.

G. After all candidates have been interviewed, the committee deliberates and prepares its recommendation of 0-6 finalists to the Vice Chancellor for Human Resources and Employee Relations or designee, without ranking. The committee shall only recommend candidates as finalists who, based on the assessment of the committee, are highly qualified and can successfully perform the essential duties and responsibilities of the position. Strengths and Weaknesses of the finalists shall be prepared under separate memorandum.

H. When it is not possible to submit at least two names, the committee chairperson shall prepare a written explanation to be submitted with the committee’s recommendation. The Chancellor/President, in conjunction with the Committee, will decide on a course of action which may include forwarding names of additional candidates from the pool of applicants interviewed.

XII. Community Forums For College President, College Vice Presidents, and District Vice Chancellors

A. A community forum will be conducted for College Presidents, College Vice Presidents, and District Vice Chancellors.

B. Hiring Manager, in consultation with the Vice Chancellor for Human Resources and Employee Relations or
designee will plan the community forum (this includes selecting the forum moderator). The community forum will normally take place on the same day as the final interviews.

C. The forum will be advertised District-wide at least one week in advance.

D. The Vice Chancellor for Human Resources and Employee Relations or designee will ensure that the comment cards are distributed, collected and transcribed on the day of the forum. The comment card results and remarks will be forwarded to the Hiring Manager and the Chancellor for review.

XIII. Conducting Final Interviews

A. A Human Resources representative in consultation with the Hiring Manager will schedule the final interviews and notify the candidates about the community forum, if applicable.

B. The College President, Chancellor and/or designee will conduct the final interviews in compliance with the established Recruitment Plan and Timeline.

C. The College President, Chancellor and/or designee is responsible for drafting interview questions and obtaining Human Resources approval five working days in advance of the interviews.

D. Recommendations including three references on the approved Reference Check Form must be received by Human Resources no later than 5 days after the final interviews.

E. Human Resources will review for compliance with administrative procedures, Human Resources procedures and for Equal Employment Opportunity considerations.

F. Human Resources will prepare the packet of information for the Chancellor and/or Board of Trustees to review.

G. The Chancellor/College President, or Vice Chancellor (if hiring manager) or designee may:

   1. Make a recommendation for further consideration; or
   2. Reject all candidates; and
   3. Reopen the process.

XIV. Human Resources will give the recommended candidate with a conditional offer of employment contingent upon approval by the Board of Trustees.

XV. Approval is by the Board of Trustees upon the recommendation of the Chancellor.

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