

AP 7121 Recruitment and Hiring Procedure – Administration, Confidential and Classified Positions

Reference:

Education Code 87605, 87608(b), 87605, 87609, 87482.5

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

Administration, Confidential and Classified Positions

- A. The recruiting process begins when a position request is processed by the Supervising Administrator, or designee, in the applicant tracking system.
 - a. The Supervising Administrator, or designee, completes the request and includes the updated job duties, recommended minimum and desired qualifications in the applicant tracking system.
 - i. The request is routed for approval, in this order: Area Vice President, Vice President of Administrative Services, Vice President of Human Resources and the Superintendent/President. Each approving Administrator is responsible for reviewing the job duties, minimum and desired qualifications prior to approval. Consult with the Academic Senate President on identifying faculty duties, in comparison to duties of classified positions when appropriate. Questions should be addressed prior to approval.
 - ii. Once approved, the Human Resources representative creates the job announcement and sets the priority closing date. The announcement is posted internally and externally to ensure a broad and diverse candidate pool.

- B. Selection of Screening Committee- This action is triggered once a Job is approved to post.
- a. Distribute position title and need to the Academic Senate President for their selected member. The Academic Senate may submit multiple member recommendations, however only one will be appointed to the screening committee on behalf of the Academic Senate.
 - b. Distribute position title and need to the CSEA President for their selected member. CSEA may submit multiple member recommendations, however, only one member will be appointed to the screening committee on behalf of CSEA.
 - c. Distribute position title and need to the Superintendent/President for his/her selected members. The Superintendent/President, or his/her designee, will appoint up to 4, but not less than 2, members to the screening committee.
 - d. The Committee Chair will be the Supervising Administrator, unless otherwise designated by the Superintendent/President.
 - e. The EEO Coordinator will be assigned by the EEO Officer.
- C. Creating/Screening Minimum Qualifications
- a. The Committee Chair, or designated individual, establishes the minimum qualifications for the position, ensuring compliance with related regulations and guidelines as defined in Section A above.
 - b. The committee chair is responsible for evaluating if a candidate meets minimum qualifications and/or has an appropriate degree related to the minimum qualifications. In the event of a disagreement regarding minimum qualifications, the Vice President of Human Resources will review for final approval.
- D. Disseminating Information to the Screening Committee- Once the Screening Committee is confirmed
- a. A welcome email will be sent to all committee members including:
 - i. Roles and members of the committee
 - ii. EEO/Confidentiality Notification
 - iii. Explanation of the process
 - b. Access will be granted to the position in the applicant tracking system.
 - i. Committee member will be responsible to score each candidate for interviews for the assigned position.
 - c. Job Information
 - i. Job descriptions are housed in the applicant tracking system. All screening committee members will have access to review the related job description.

- ii. Minimum and Desired Qualifications are built into the scorecard in the applicant tracking system and on the posted job description.

E. Screening Process

a. Application Review Process

- i. Candidates will be ranked by their weighted average score in the applicant tracking system.
 - 1. Committee Chair is a non-voting member and will serve as the determining vote in the event of a tie.
- ii. A maximum of 8 candidates, based upon the scoring above, will be invited to the interview. their experience in relation to the posted job duties.
 - 1. All candidates meeting minimum qualifications, but not selected for interviews, will be grouped together and ranked for a second group. The second will be used if, after interviews, no candidate is chosen from the first group, provided a suitable candidate exists. Management reserves the right to determine a failed search if the existing candidate pool is insufficient.

F. Interviews

- a. The Committee Chair will develop draft interview questions to send to the committee for review and edit. Interview questions are reviewed and approved by the Vice President of Human Resources to meet equity requirements, ensure that essential job responsibilities are adequately covered. Finalized and approved interview questions will be forwarded to the screening committee prior to the commencement of interviews and will be captured in the scorecard.
- b. Applicant responses to questions will be scored on a 5-point scale as defined:
 - i. Absence of or Minimal Evidence of Experience, Qualification, or Characteristic
 - ii. Some Evidence of Experience, Qualification, or Characteristic
 - iii. Satisfactory Evidence of Experience, Qualification, or Characteristic
 - iv. Strong Evidence of Experience, Qualification, or Characteristic
 - v. Complete Evidence of Experience, Qualification, or Characteristic

- c. All interviews will be on campus. Should a candidate not be from the immediate area, they will have the option to elect video interviewing.

G. Selection and Hiring

- a. After the completion of all interviews, the final candidate will be selected.
 - i. For Administrative positions: at least 1 finalist but not more than 3 are forwarded to the Superintendent/President. The Superintendent/President will select the final candidate through a 2nd level on campus interview.
 - ii. For Confidential and Classified positions: the Supervising Administrator will select the final candidate.
- b. Once the employment and offer request is approved, the Human Resources department completes the offer and extends it to the candidate. The Superintendent/President makes the final decision on salary placement prior to offer.
 - i. Upon acceptance, the Human Resources department schedules the state mandated TB test and fingerprinting.
 - ii. After successful completion of the pre-hire activities the candidate is cleared to start.
 - iii. If a candidate is unable to successfully complete the pre-hire activities, the offer will be rescinded, and another candidate selection will be made from the current candidate pool, providing a suitable candidate exists.

Equal Opportunity Employment Plan

The District's Equal Opportunity Employment plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The EEO Coordinator shall provide the Board with an annual report regarding the District's EEO Plan.