

**AP 6120[B] CLASSIFIED AND CLASSIFIED-  
CONFIDENTIAL RECRUITMENT AND HIRING**

**References:**

Education Code 70901.2, 70902(b)(7)(d) and 87100 et seq.;  
Title 5 Sections 53000 et seq., 51023.5;  
Accreditation Standard III.1.A, IV B.1.j

All classified and classified confidential employees are hired into full-time or permanent part-time positions following the steps established below:

1. Identify a Position and Develop Hiring Plan
  - a. After securing funding for new, restructured or replacement positions, the Hiring Manager will create a Classified or a Classified Confidential on-line posting request at <http://jobs.rccd.edu/hr>. The on-line request will include the recommended selection committee members, budget allocation, work days, work hours, advertising recommendations, job description, supplemental questions for applicants, etc.
    - (1) Only the current job description on file in the Diversity and Human Resources Office will be used for the template to create a job posting.
    - (2) To make changes to the job description or restructure a position, the Hiring Manager must contact the Director, Diversity and Human Resources. If a classified bargaining unit job description is substantially changed or the position is being restructured, the Diversity and Human Resources representative will negotiate the rate of pay with CSEA according to the bargaining unit agreement. Once an agreement is made, CSEA will document their approval and Diversity and Human Resources will maintain the documentation and notify the Hiring Manager of the approval.
    - (3) The job description will include a requirement to demonstrate clear evidence of sensitivity to and understanding of the

diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

- b. The Hiring Manager will electronically forward the posting request through the on-line applicant tracking system. A typical approval workflow is Director, Dean, Vice President, Vice President of Business Services, President and/or Vice Chancellor for review and approval. If any one of them feels that changes are needed, the posting request will be sent back to the Hiring Manager with a rationale for the changes.
- c. If there are no changes, the Vice Chancellor or President will electronically forward the posting request to Budget Control for approval.
- d. The posting request will then be electronically forwarded by Budget Control to the Office of Diversity, Equity and Compliance for review, who will then forward it to the Office of Diversity and Human Resources for review. Any concerns, including those regarding equity and diversity, will be communicated to the Hiring Manager for resolution.

## 2. Search Committee Composition

- a. The Hiring Manager will identify the members to serve on the search committee. The individuals selected to a search committee should have knowledge of, and a vested interest in, the position.
- b. The search committee should be composed of five (5) or six (6) individuals which may include management, faculty, classified confidential, and classified staff. As appropriate, a search committee may include a student, community representative, and/or faculty emeriti. The Hiring Manager shall give consideration to diversity and equity when composing the search committee.
- c. The composition of the search committee will be reviewed and approved by the Director, Diversity, Equity and Compliance.
- d. The Diversity and Human Resources Office will make sure search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training program prior to any participation in

the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination.

- e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. "Members of the immediate family" as defined by BP 7310, mean those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: spouse, domestic partner, parents, grandparents, siblings, children, grandchildren, children for which the employee or spouse is a legal guardian, foster child, foster parent, uncles, aunts, nieces, nephews and in-laws or any other relative living in the employee's home.

### 3. Announcement of Recruitment

- a. The Diversity and Human Resources Office will post the position on-line.
- b. The position will be advertised so as to encourage a broad applicant pool. The Diversity and Human Resources Office will typically advertise the vacancy in standard publications and websites, including, but not limited to the District web-site, in the local newspapers, Insidehighered.com, Higherredjobs.com, Southern California Higher Education Recruitment Consortium, California Community Colleges Registry and Caljobs.ca.gov. The Hiring Manager may recommend additional advertising sources.
- c. The Office of Diversity, Equity and Compliance will review the applicant pool with regard to potential impact on underrepresented groups per EEO regulations, as required by Title 5.
- d. The Diversity and Human Resources Office will be responsible for managing the paperwork and ensuring that the process includes the following:
  - (1) Applicants apply on-line for available positions.
  - (2) Screening and selection process conform to Title 5, which includes references to the screening or selection techniques, including the procedure for developing broad interview topics, and the selection process as a whole.
  - (3) Transfer and Promotional process follow the bargaining unit agreement.

#### 4. Transfer Process

A transfer means a change of location or supervisor within the same classification.

- a. Classified and classified confidential employees may be transferred by the District to any position at any time such transfer is in the best interest of the District. However, no transfer shall be made for arbitrary or capricious reasons. An employee affected by a transfer shall be given notice as soon as administratively practical; and upon request, a conference will be held to discuss the reason for the transfer.
- b. A classified and classified confidential employee may request a voluntary transfer if an opening for a transfer is available and the hiring manager determines that such a transfer will serve the District's best interest.
  - (1) If a classified position becomes available, Diversity and Human Resources (DHR), will consult with the hiring manager to determine if transfer recruitment is desirable. If the hiring manager supports transfer recruitment, DHR will announce the position internally by email one week before an outside search is initiated. Only permanent classified employees who meet the minimum qualifications for the job will be eligible to apply for a transfer.
  - (2) Applicants will be required to complete:
    - Transfer Request Form from DHR
    - District Application Form via the Online Applicant Tracking System
  - (3) Once recruitment posting is completed, formal selection process shall be determined after a review of applicant materials and the number of qualified candidates in the applicant pool. Based upon the size of the candidate group, DHR and the hiring manager may agree that all qualified candidates shall be referred for hiring consideration.
  - (4) The transfer request will be granted if the receiving department agrees to accept the transfer and the sending department does not object to the loss of the staff member.

- (5) The decision of the respective departments will be communicated in writing to the staff member(s) requesting transfer .
- (6) Final hiring selection will be at the discretion of the hiring manager and is not be grievable.

5. Promotional Process

- a. When three (3) or more classified or classified confidential employees apply for a promotion for a job within the bargaining unit, and all possess the requisite qualification for the job and have not had an overall evaluation of unsatisfactory on their most recent evaluation, the District shall select one of such District employees for the job as long as such employee is as qualified as any outside applicant. For the purpose of this section a promotion shall mean a movement upward of at least one range. The selection of three (3) District employees for this job shall be at the sole discretion of the District. Whenever possible in accordance with other District hiring policies, the District will encourage upward mobility of its employees.
- b. To satisfy Title 5 requirements and make sure the internal employee(s) are as qualified as any outside candidate, the Hiring Manager will review all of the applications. The Hiring Manager will determine that the internal employee(s) meet the requirements of the position and they are found to be as qualified as any outside candidate applying for the position.

6. Search Committee Responsibilities

- a. The search committee will develop the timeline for screening and interviewing.
- b. After the application deadline, the search committee will independently review the applicant pool on-line and select those to be interviewed. Classified and classified confidential search committee members will complete their on-line screening of applications during their required business hours.
- c. The search committee will convene to review each committee members' selections and decide as a group:
  - a. Whether or not the applicant pool has sufficient numbers or sufficiently qualified applicants to proceed. If not, the search

committee may request extension of the deadline and/or additional recruitment outreach.

- b. Which candidates will be invited for an initial interview.
- c. Composition of the pool of applicants to be interviewed will be monitored by the director, Diversity, Equity and Compliance.
- d. Initial interviews will be conducted by the search committee and held on the campus/college of hire. The Diversity and Human Resources representative will facilitate the work of the search committee. The interview process will reflect the following:
  - (1) A select number of qualified candidates, screened from the initial applicant pool, will be invited for a personal interview at their expense.
  - (2) The search committee will conduct interviews of the applicants using the same process for each. A list of questions, developed by the search committee, will be asked of all applicants to be interviewed. The search committee and/or the Hiring Manager may request that a skills demonstration be included as part of the interview process.
  - (3) Search committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent committee member evaluations of all candidates have been completed.
  - (4) The search committee shall recommend at least two unranked finalists to the Hiring Manager. Composition of the list of finalist candidates will be monitored by the Director, Diversity, Equity and Compliance.
  - (5) In the event that the search committee decides that no candidates from those interviewed will be recommended as a finalist, the Hiring Manager will be notified and then he/she, along with the Diversity and Human Resources representative will determine whether to extend or terminate the recruitment process.
  - (6) The committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is complete.

- (7) A committee member who fails to participate in any aspect of the process may be removed from the committee.

c. Final Interviews

- a. Final interviews will occur on the campus/college of hire.
  - (1) The final interview committee will consist of the Hiring Manager, who may request additional personnel to be part of the final interview process.
  - (2) The District may reimburse, in accordance with Administrative Procedure 5900, for appropriate travel expenses to candidates invited for final interview.
- b. Upon completion of final interviews, the committee will select the candidate best suited for the position and forward the candidate's name to Diversity and Human Resources. If no candidate is selected for the position, the Hiring Manager will notify Diversity and Human Resources and a decision will be made to extend or terminate the recruitment process.
- c. In the event a candidate is selected for the position, reference checks will be completed by the Diversity and Human Resources Office. The Hiring Manager may assist in conducting the reference checks. These reference checks will be conducted prior to a conditional offer of employment being extended to the selected candidate.
- d. Salary placement will be offered at the first step of the advertised salary range for the position. Any exceptions to the above must be approved by the Vice Chancellor of Diversity and Human Resources in consultation with the Hiring Manager.

d. Offer of Employment

- a. Once a selection is made, a conditional offer of employment will be extended to the successful candidate by Diversity and Human Resources or the Hiring Manager. The offer is conditioned upon several events taking place, such as, but not limited to funding, reference checks, background check, fingerprinting clearance, tuberculosis testing, receipt of official transcripts, any other pre-employment requirements, and Board approval.

- b. All appointments must be approved by the Board of Trustees at the next available regularly scheduled meeting of the Board, before the candidate may begin employment.
- c. The Diversity and Human Resources Office will meet with the candidate to schedule orientation, complete the necessary pre-employment paperwork, and provide additional information regarding their position with the District.

Also see Administrative Procedure 6410, titled Nondiscrimination and Administrative Procedure 6420, titled Equal Employment Opportunity  
Office of Primary Responsibility: Vice Chancellor, Human Resources & Employee Relations

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Administrative Approval: May 18, 2009  
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and 3099/4099)  
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