

HR Instructions Manual

PROCEDURES FOR FILLING VACANT POSITIONS

COLLEGES/CENTERS WILL:		HUMAN RESOURCES WILL:	
1.0	PROCEDURES FOR FILLING VACANT POSITIONS		
1.1	<p>Recommending managers (Presidents, Deans), via their management services officers/supervisors, must submit to Human Resources a position description outlining the responsibilities and status in the organization as indicated on the Position Announcement Form. Accompanied with the Position Announcement Form shall be the following:</p> <ol style="list-style-type: none"> 1. Request to Fill Position form. 2. Names of any known qualified members of protected group. 	NOTE:	Prior to filling a new position, recommending managers must follow the Classification Review and Functional Organization Chart Procedure (4001.3) and subsequently obtain Board approval.
		2.0	ESTABLISHING POSITION
		2.1	Review position announcement to assure that it is consistent with DFEH and EEOC recruiting guidelines.
		2.2	Consult with the appropriate manager regarding any modifications to the position announcement.
		2.3	Consult with the District's Affirmative Action Officer to assure that the content of the position announcement is consistent with all federal and state laws and regulations pertaining to equal employment opportunity.
		2.4	Initiate the recruitment process upon receipt of approval from District's Affirmative Action Officer.
		2.5	Initiate and maintain contact with representative organizations/individuals to insure that protected group members are aware of employment opportunities with the District.
3.0	COMPOSITION OF THE SCREENING COMMITTEE/INTERVIEWING	NOTE:	At the request of the nominating/recommending manager, develop other evaluative tools (i.e.,

	COMMITTEE (hereafter referred to as the committee)		performance exam, in-basket test, supplemental application) to assist in applicant appraisal.
3.1	Upon notification, nominating manager appoints the committee. Efforts shall be made to ensure that the composition of the committee reflects a diversification with regard to ethnicity, gender, and District campus/center.		
3.2	The committee shall include at least three members, but not necessarily be limited to that number.		
3.3	The committee shall consist of: <ol style="list-style-type: none"> 1. District Administration (mandatory) 2. College, Center, or Site Administration (mandatory) 3. Affirmative Action Officer (mandatory) 4. Technical Advisors (when appropriate) 5. Faculty (when appropriate) * 6. Classified Staff (when appropriate) * 7. Student Body Representative (when appropriate)* 8. Non-District Consultants (when appropriate)* 		
NOTE:	*The nominating manager should ensure that individuals appointed from the optional categories have a background of a suitable nature to assure sufficient expertise to evaluate the applicants.		
3.4	The recommending manager (President/Director) reviews the composition of the screening/interviewing committee and approves its membership in writing on the "Criteria/Interview Form."		
3.5	Once the committee has been established, each member should participate in the entire nominating process, i.e., <ol style="list-style-type: none"> 1. review folders for "most qualified" applicants and 2. review the developed Interview criteria and relevant questions making suggested input for changes where deemed 		

	appropriate.		
		4.0	INTERVIEWING PACKET
		4.1	<p>Provide nominating manager with an interviewing packet. The packet will consist of:</p> <ol style="list-style-type: none"> 1. Guide to Interviewing 2. Criteria/Screening Form 3. Criteria/Interviewing Form 4. Employment Recommendation Memo 5. Recommending Administrator's Confidential Statement Form
5.0	SCREENING/NOMINATING PROCESS		
5.1	Nominating manager must submit to the Chancellor the Criteria/Interviewing Form, with a copy to Human Resources, at least 48 hours prior to screening, with the approval signature of the recommending manager (President/ Director).		
		5.2	Establish screening dates in coordination with nominating manager.
		5.3	Notify the nominating manager when applicant folders are available for screening.
		5.4	Representative from Human Resources will meet with the nominating manager and the screening committee to review the screening and the interviewing criteria to assure job relatedness.
5.5	In accordance with EEOC, FEPC and District Policy 4100 , the committee screens and selects candidates for nomination solely on the basis of experience and qualifications as outlined in the screening criteria.		
5.6	Upon completion of the screening process the Affirmative Action representative will obtain from the Affirmative Action Office the applicant pool to be submitted to the recommending manager (President/Director).		
5.7	The recommending manager (President/Director) reviews the list of applicants selected for interviews and approves the list in writing on the		

	Interview Selection form.		
		6.0	ESTABLISH INTERVIEWING SCHEDULES
		6.1	Upon receipt of the Interview Selection Form, coordinate with nominating manager final interview date, allowing at least five working days after receipt of the approved form.
7.0	NOMINATING PROCESS		
7.1	In accordance with District Policy 4200 , the committee interviews and nominates a slate of 3 or more unranked candidates to the recommending manager.		
8.0	RECOMMENDING PROCESS		
8.1	Recommending manager receives the list of nominations and either makes selection or rejects all candidates nominated.		
8.2	Notifies the Chancellor by memo of his/her recommendation with completed rating sheets of the recommended candidate(s). All folders and other rating sheets will be returned to Human Resources.		
		9.0	EMPLOYMENT PROCESS
		9.1	If, in the judgment of the Affirmative Action representative, discrimination is noted, an appeal must be filed with the District Affirmative Action Officer within 24 hours of the interview process.
		9.2	Prepare requested information for the Chancellor for action by Board of Trustees.
		9.3	Upon approval of the Board of Trustees, the Assistant Chancellor - Human Resources arranges with the recommending manager to offer employment to selected candidate and to complete the Personnel Assignment Status Sheet (PASS) and the Confidential Affirmative Action Statement.
9.4	Recommending manager notifies Human Resources Recruitment Office of candidate's acceptance.		
		9.5	After the recommended candidate has accepted the position, notify other applicants as to their status.
		9.6	Process credential application and issue a temporary certificate for selected

			candidate.
		9.7	In accordance with the Education Code Section 87408, a physical examination is obtained for those individuals who have never been employed in the State of California.
		9.8	Retain the list of qualified applicants for a period not to exceed twelve months and refer applicants from that list to the nominating manager in the event that a similar position should become available within the District within the specified period of time.
		10.0	ROLE OF THE AFFIRMATIVE ACTION OFFICER
		10.1	At the beginning of the process, be recognized and introduced as the Affirmative Action Officer.
		10.2	Assist in establishing job description, criterion questions.
		10.3	Screen folders or lists and assist in the selection of persons to be interviewed, attempting to provide qualified candidates from among the protected groups with an opportunity for interview.
		10.4	At interview meeting, read a statement as to the purpose and legality of Affirmative Action.
		10.5	Monitor the entire process to avoid illegal or discriminatory data.
		10.6	VOTE on persons being nominated for employment.
		10.7	Submit an "Interview Statement" to the District Affirmative Action Office.
		10.8	If, in the judgment of the Affirmative Action Officer, discrimination is noted, an appeal must be filed with the, college/center coordinator or with the District Affirmative Action Officer within 24 hours.
		10.9	Certify that the interviews were non-discriminatory.
		11.0	USE OF PERSONNEL APPLICANT FOLDERS
		11.1	All screening will be accomplished at Stadium Plaza.
		11.2	Interviewing may be scheduled either for a

			campus/center or Stadium Plaza at the option of the nominating manager.
		11.3	Personnel folders for finalists will be assigned to the nominating manager and normally should not be checked out of the Personnel Office for more than two workdays. These folders and supplemental information will be available after 12:00 noon on the day prior to the date of the interviews. They should be returned to Human Resources Office by noon of the workday following the date of the interview.
		11.4	Because of multiple use of personnel folders, campus/center managers are urged to coordinate interview scheduled with Human Resources so as to assure all candidates an equal opportunity for vacant positions.