

AP 7120-3 Classified Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
ACCJC Accreditation Standard III.A.1;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of classified bargaining unit positions and confidential employee positions within the North Orange County Community College District.
- 2.0 **Allocation of Classified Positions:** The need for hiring of classified bargaining unit and confidential employees and staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District-wide planning needs, and budgetary considerations.
- 3.0 **Screening Committee Composition and Role**
 - 3.1 The screening committee will be comprised of either three (3) or five (5) persons and shall include the following:
 - 3.1.1 The supervising administrator, who shall serve as chair of the committee;
 - 3.1.2 One (1) to two (2) classified representatives selected by CSEA based on their knowledge of the position and expertise in recommending a qualified candidate, depending on whether the composition of the committee is three or five.
 - 3.1.3 Additional employees of the District selected by the supervising administrator based on their knowledge of the position and expertise in recommending a qualified candidate.
 - 3.2 In special circumstances, if approved by the Vice Chancellor of Human Resources or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee.
 - 3.3 The role of the screening committee is advisory to the Executive Officer.
- 4.0 **Responsibilities of Screening Committee Members**
 - 4.1 Responsibilities of All Committee Members
 - 4.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - 4.1.1.1 Training in the classified hiring procedure and equal opportunity employment efforts of the District.
 - 4.1.1.2 Development of rating criteria and interview questions.

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- 4.1.1.3 Establishing timelines for screening and interviewing.
- 4.1.1.4 Development of protocol for performance tests.
- 4.1.1.5 Evaluation and rating of candidates.
- 4.1.1.6 Interviewing of candidates.
- 4.1.1.7 Recommendation of finalists.
- 4.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- 4.1.3 A committee member who fails to participate in any aspect of the process may, at the discretion of the committee, be removed from the committee.
- 4.2 Responsibilities of Committee Chair
 - 4.2.1 The committee chair shall be responsible for the following:
 - 4.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process.
 - 4.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members.
 - 4.2.1.3 Coordination of candidate interviews.
 - 4.2.1.4 Communicating with applicants, as required.
 - 4.2.1.5 Maintaining committee records.
 - 4.2.1.6 Conducting reference checks.
 - 4.2.1.7 Performing other duties determined by agreement with the committee.
- 4.3 The committee chair shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status and shall serve as the committee liaison to the District Director of Human Resources, with responsibility for reporting noncompliance.

5.0 Development and Distribution of Job Announcement

5.1 Development of Job Announcement

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- 5.1.1 The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the supervising administrator and shall include the following information:
 - 5.1.1.1 Job title.
 - 5.1.1.2 Description of the position and duties.
 - 5.1.1.3 Required and desirable qualifications for the position.
 - 5.1.1.4 Percentage and months per year of employment.
 - 5.1.1.5 Starting date, current position location, schedule and shift.
 - 5.1.1.6 Salary range.
 - 5.1.1.7 Statement that the schedule and shift are subject to change in accordance with operational needs.
- 5.1.2 The District Office of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

5.2 Distribution of Job Announcement

- 5.2.1 Positions will be posted for a minimum of ten (10) working days.
- 5.2.2 In addition to the regular District employment opportunity bulletin, the District Office of Human Resources will advertise and distribute position announcements, as practical and appropriate.

6.0 Application Requirements

- 6.1 Applications shall be submitted to the District Office of Human Resources.
- 6.2 A complete application packet must include the following:
 - 6.2.1 Completed District application form, signed by the applicant.
 - 6.2.2 Additional documentation as may be required by the screening committee, including, but not limited to, the following:
 - 6.2.2.1 Required licenses/certificates (unofficial documentation may be submitted with application; candidates selected for employment will be required to provide official documentation prior to the first day of service).
 - 6.2.2.2 Current letters of recommendation.

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6.2.2.3 Current job description.

- 6.3 Except for letters of recommendation, additional application materials must be submitted with the District application, as a complete packet. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile (FAX) applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of recommendation), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.
- 6.4 Applicants who apply for more than one position must submit a separate and complete application packet for each position.

7.0 Screening Committee Operating Procedures

- 7.1 The initial meeting of the screening committee shall be convened by the supervising administrator, who shall provide each member of the committee with a copy of the hiring procedure. The committee, in consultation with the supervising administrator, shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of the final candidates
- 7.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Office of Human Resources prior to consideration of applicant materials by the screening committee:
- 7.3.1 Paper screening criteria and interview questions.
 - 7.3.2 Protocol for a performance test, writing sample, and/or other performance indicators appropriate for the position.
 - 7.3.3 Parameters for conducting interviews and the administration of performance tests.
- 7.3 No additions or replacements to the committee membership shall be made subsequent to completion of the paper screening process, unless approved by the District Director of Human Resources.
- 7.4 Initial Screening of Applications
- 7.4.1 The screening committee, or such representatives of the committee as the committee may designate, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
 - 7.4.2 Incomplete applications will not be considered.

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- 7.4.3 After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee.
- 7.4.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.
- 7.4.5 The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.
 - 7.4.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 7.4.5.2 If the pool is not deemed adequate by the committee, the supervising administrator shall discuss the matter with the Chief Executive Officer or designee, who shall determine the action to be taken after consultation with the District Office of Human Resources.

7.5 Selection of Candidates for Interview

- 7.5.1 The screening committee shall determine an initial pool of potential candidates for interview. Prior to any notification to the candidates and scheduling of interviews, if the position requires a mandatory skills test (e.g., typing, shorthand), the committee chair shall direct the potential candidates for interview to contact the District Office of Human Resources to arrange for testing. The Office of Human Resources will notify the committee chair of the candidates who successfully complete the skills test and are otherwise cleared for interview.
- 7.5.2 After determination of the candidates cleared for interview as provided above, the committee chair shall:
 - 7.5.2.1 Establish an interview schedule and notify the candidates to be interviewed.
 - 7.5.2.2 Mail to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

7.6 Interview and Performance Tests

- 7.6.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.

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- 7.6.2 Each committee member shall independently assess each candidate using the rating criteria developed by the committee.
- 7.6.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.
- 7.7 Selection of Finalists
- 7.7.1 Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates to determine the candidates to be recommended as finalists.
- 7.7.2 The committee chair shall be responsible for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.
- 7.7.3 Following a discussion of the results of the reference checks, the committee shall make a final determination of the candidates to be recommended as finalists.
- 7.7.4 The committee chair shall consult with the Vice Chancellor of Human Resources or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.
- 7.7.5 After discussion with the committee, the supervising administrator will recommend to the appropriate Chief Executive Officer the candidate to be offered the position. If approved by the Chief Executive Officer, the supervising administrator shall notify the successful candidate and confirm the candidate's acceptance.
- 7.7.6 In the event the successful candidate does not accept the offer of employment, the appropriate Chief Executive Officer or designee, in consultation with the District Office of Human Resources, shall determine the next action to be taken.
- 8.0 Notification to Unsuccessful Candidates: After notification by the supervising administrator that a candidate has accepted the position, the District Office of Human Resources will notify the unsuccessful candidates.

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