



# ADMINISTRATIVE PROCEDURES

No. 701.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## SELECTION PROCEDURE – CLASSIFIED EMPLOYEES

This procedure applies to classified employees, excepting temporary, short-term, or substitutive classified employees. Classified administrators may alternatively be identified by contracting with a private organization or with individuals pursuant to Title 5 of the California Code of Regulations, section 53021(c)(7).

### 1.0 RECRUITMENT

#### 1.1. Development of Job Announcement

1.1.1. The Director of Human Resources, in consultation with the immediate supervisor will develop a job announcement for all classified positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job duties
- Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g. resumé, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- For classified administrators, the job announcement shall include the requirement that the administrator demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

1.1.2. The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines.

#### 1.2. Advertising and distribution of Job Announcement

1.2.1. Human Resources will distribute copies of the job announcement to a variety of recruiting sources which may include: The Registry, California Community Colleges, state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

1.2.2. Human Resources will place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

- 1.2.3. The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair, or other job fairs or resources for advertising the District as a potential employer.

## **2.0 SELECTION**

### **2.1. Initiation of a selection process**

- 2.1.1. A selection process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.
- 2.1.2. Those parts of the selection process that normally require the participation of classified employees will not be conducted during summer and winter breaks when staff are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the classified constituent group leaders. Extenuating circumstances include, but are not limited to, instances when a position must be filled on short notice.

### **2.2. Selection Committees**

- 2.2.1. Classified positions will be filled by utilizing Selection Committees.
- 2.2.2. The immediate supervisor will serve as chairperson of the Selection Committee or a chairperson will be designated by the Superintendent/President if the supervisor is not available. When the position begin filled is directly supervised by the Superintendent/President, s/he may designate a committee chair.
- 2.2.3. For each vacancy, the Director of Human Resources will contact constituent group leaders and ask that they request volunteers willing to serve on the Selection Committee.
- 2.2.4. The Director of Human Resources and the chairperson will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position.
  - 2.2.4.1. **CLASSIFIED ADMINISTRATOR AND CONFIDENTIAL POSITIONS:** A minimum of 6 members selected from the Vice-President, Management/Supervisory/Confidential, Faculty, Classified, and Student groups.
  - 2.2.4.2. **NON-ADMINISTRATIVE CLASSIFIED POSITIONS:** When possible, a minimum of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

2.2.5. The Director of Human Resources may request additional names to expand the committee to meet the criteria included in 2.2.4. The chairperson or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical or other expertise related to the position.

2.2.6. The recommended committee membership list will be forwarded by the Director of Human Resources to the Superintendent/President for final approval.

2.3. The committee chairperson will:

2.3.1. Provide leadership to the committee during the various phases of the selection procedure.

2.3.2. Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.

2.4. The Director of Human Resources will:

2.4.1. Meet with the Selection Committee to provide training on the selection process, equal opportunity guidelines, and confidentiality requirements. The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefit of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a selection committee. The training shall include means for identifying and eliminating barriers to employment that are not job- related.

2.4.2. Review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the chairperson, to determine if the filing period may need to be extended and the position re-advertised due to equal opportunity considerations, the number of applications received, etc.

2.4.3. Ensure that reasonable accommodations for applicants with disabilities are provided in connection with the selection process.

2.4.4. Provide applications received to the Selection committee for review. The Director of Human Resources and the chairperson or a designated committee member may screen the applications to determine which applicants meet any applicable minimum qualifications for the position. Only those candidates who meet applicable minimum qualifications will be forwarded to the Selection Committee.

2.4.5. Monitor the selection procedure, equal opportunity considerations, and confidentiality along with the chairperson.

2.4.6. Assist Selection Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc.

2.5. The Selection Committee will:

2.5.1. Sign a statement certifying that they have received training as described in 2.4.1, and agree to maintain confidentiality.

2.5.2. Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.

2.5.3. Develop interview questions.

2.5.3.1. For classified administrators, selection criteria will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

2.5.4. Participate in interviews.

2.5.5. Disqualify applicants and recommend finalists only on the basis of legitimate, job-related qualifications.

2.5.6. Make hiring recommendations to the Superintendent/President. For classified management and confidential positions, the top two to four candidates will be recommended whenever possible. In appropriate circumstances, additional candidates may be recommended to the Superintendent/President for consideration.

2.6. Upon completion of the interviews, the chairperson will:

2.6.1. Conduct reference checks, based on the committee's findings and recommendations, and document them in writing.

2.6.2. Transmit the findings and recommendations of the committee through intervening supervisors to the Superintendent/President.

2.7. Intervening supervisors and the Superintendent/President have the option of interviewing the recommended applicant(s).

2.8. The Superintendent/President or his/her designee will:

2.8.1. Consult with the Director of Human Resources and/or the Equal Employment Opportunity monitor for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President or his/her designee may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.

2.8.2. Authorize the offer of employment to be made.

- 2.8.3. Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees and the reasons for the decision. If unable to choose any of the final candidates, meet with the Selection Committee to discuss these issues. If issues cannot be resolved, the Superintendent/President or his/her designee may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.
- 2.9. Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.
- 2.10. If an unsuccessful selection process occurs due to a candidate's withdrawal from the process, the selection procedure may be reinstated, modified, or postponed until a future date.
- 2.11. Human Resources will:
  - 2.11.1. Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees. Hire dates will be effective on a date following Board action.
  - 2.11.2. Send written notification to applicants concerning the outcome of the selection process.
  - 2.11.3. Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
  - 2.11.4. Retain application and selection materials for the time prescribed by law.
- 2.12. Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the Director of Human Resources, may supplement open recruiting by allowing the previous applicants to be considered for the new vacancy without reapplying so long as the job qualifications remain the same.

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