

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7501 Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential

References: Education Code Sections 70901.2, 70902(b) (7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.1A

1. Approval to Fill an Existing or New Position

The decision to fill an existing or new classified administrator/manager or supervisor/confidential position will be made by the Superintendent/President. Once a position has been approved, the appropriate Vice President or Manager will submit a request to fill a position utilizing the Applicant Tracking System (ATS). This step results in the creation of a job posting in the ATS.

2. Recruitment

Job postings will be advertised for at least six (6) weeks. With approval from the Director of Human Resources, the recruitment time period may be reduced to no less than four (4) weeks.

In consultation with the Superintendent/President and/or the appropriate Vice President, the Office of Human Resources will develop a hiring plan to include the advertisement strategy, any preferred qualifications, interview questions, writing sample topic, presentation topic, and interview schedule.

All job postings will state the closing date for the receipt of applications. Applications will not be accepted after the closing date unless otherwise authorized by the Director of Human Resources.

The Office of Human Resources will be responsible for screening all applicants and will, for all recruitments, develop a list of applicants to be interviewed.

3. Selection

The Office of Human Resources shall establish the Selection Committee. The Selection Committee shall be comprised of at least seven (7) individuals which shall include three (3) managers, two (2) supervisor/confidential employees, one (1) faculty member (appointed by the Academic Senate), and one (1) classified employee (appointed by the CSEA President).

The Office of Human Resources shall appoint an Equal Employment Representative to serve as a non-voting member of the Selection Committee.

The Manager of Human Resources/Staff Diversity, or designee, will meet with Selection Committee to review the interview process and principles of Equal Employment Opportunity.

The Selection Committee shall be responsible for reviewing all applicants screened as meeting the minimum qualifications for the purpose of determining which applicants will be invited for an interview.

The Selection Committee shall conduct interviews. A member of a Selection Committee must attend all pre-interview meetings and all interviews.

At the conclusion of all interviews, a brief discussion and a poll will determine which candidates will remain under consideration. The Equal Employment Representative will give each Selection Committee member a list of the candidates. Candidates receiving at least one (1) affirmative vote will remain under consideration. Candidates receiving all negative votes will no longer be considered. If the percentage of underrepresented candidates remaining in the pool has been adversely impacted, the Equal Employment Representative, in consultation with the Director of Human Resources, may request that the Selection Committee reconsider its evaluation criteria.

When all Selection Committee members have had an opportunity to express his/her thoughts regarding the strengths and weaknesses of each remaining candidate, a second poll will be taken on the remaining candidates.

The Equal Employment Representative will inform the Selection Committee members which of the candidates received four (4) or more affirmative responses. Should more than three (3) candidates receive at least four (4) affirmative votes (or a majority with a Selection Committee of fewer than five (5)), this group of candidates will continue to be considered. If less than three (3) of the candidates interviewed receive the required four (4) affirmative votes, the Selection Committee may request the Director of Human Resources, or designated representative, and the Equal Employment Representative to recommend to the Superintendent/President to accept fewer than three (3) finalists. Otherwise, the process will be abandoned and the position re-advertised.

A discussion will be held in an attempt to reach consensus in designating three (3) finalists to be sent to the Superintendent/President for a final interview. If three (3) finalists do not emerge from the discussion, the Selection Committee members will cast a Borda vote (three (3) points will be given for each Selection Committee member's first choice, two (2) points for each member's second choice, and one(1) point for each member's third choice) on all active candidates.

Each Selection Committee member will vote for up to three (3) candidates. The Equal Employment Representative will tally the results of the Borda vote and inform the Selection Committee of the candidates with the highest number of votes. At no time will the Equal Employment Representative indicate to the Selection Committee a ranking of the candidates. Only the finalists' names in the alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/President and the final interviews will be arranged. Along with the finalists' names, each Selection Committee member shall submit to the Director of Human Resources through the Equal Employment Representative his/her evaluation of the strengths and weaknesses of each of the finalists to be forwarded to the Superintendent/President. These evaluations will be written before the Selection Committee adjourns. The Equal Employment Representative should advise Selection Committee members that the strengths and weaknesses forms should reflect only strengths and weaknesses, and be based solely on job-related criteria. The Equal Employment Representative will consult with the Manager of Human Resource/Staff Diversity to review the strengths and weaknesses to see that they comply with the Equal Opportunity Employment guidelines prior to their submission to the Superintendent/President.

4. Final Selection

The final interviews shall be conducted by the Superintendent/President in the presence of the Chairperson of the Selection Committee, the appropriate Vice President, or designee, and the Equal Employment Representative. These final interviews shall be held as soon as possible after the conclusion of the initial interviews.

The Superintendent/President may request reference/background checks on one (1) or more of the finalists before making a final selection. All reference/background checks will be conducted by the Director of Human Resources, or designee and the information shared only with the Superintendent/President. Reference/background checks should solicit only job-related information, which may include professional experience, and personal qualities relative to performance in the classified administrator/manager or supervisor/confidential position.

If none of the finalists is acceptable to the Superintendent/President for reasons that are shared with the Selection Committee, additional finalists may be requested. The Selection Committee will be reconvened to decide which, if any, additional candidates will be forwarded to the Superintendent/President. If none of the candidates is found to be acceptable by the Superintendent/President, and the Selection Committee declines to send any additional candidate(s), the process will be abandoned and the position re-advertised.

5. Offer of Employment

Upon completion of all background checks, the recommended candidate will be made a conditional offer. All offers of employment must be approved by the Board of Trustees and may be revoked at any time prior to the approval by the Board of Trustees.

6. Confidentiality and Integrity of the Recruitment and Selection Procedure

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position, including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file, and I will have no future participation in the recruitment and selection process, at the discretion of the Manager of Human Resources/Staff Diversity.

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Manager of Human Resources/Staff Diversity and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity.

7. Equal Employment

This administrative procedure will be implemented in compliance with Administrative Procedure 7100 – Equal Employment Opportunity.

Board Approved 12/06/11