

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4205
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SELECTION AND ASSIGNMENT OF CLASSIFIED EMPLOYEES

1. Vacant Position

The recruitment process to fill a vacant position shall be initiated by the Personnel Officer upon receipt of a signed requisition by the Vice President-Business or the Superintendent/President.

Job notices to recruitment sources will continue to be expanded to include special groups/sources for all positions. The job notice is an important part of the selection process. It starts the process by informing candidates that a job is open and by explaining the job's requirements, pay range and application procedure.

Completed applications will be screened for consideration to meet the required qualifications for the position. Written and/or performance tests, when required, will be the responsibility of the Personnel Officer. The qualified applicants will be recommended for interview to the screening committee. The final selection and assignment will be the responsibility of the administrator to whom the position is assigned. All recommendations for employment will be submitted to the Personnel Officer for the Board of Trustees' approval.

2. Eligibility

Applications by successful applicants not selected for a position shall be kept on file in the Personnel Office for a period of one (1) year commencing with the final screening date for the position. These applicants will be notified in writing that they will be placed on an eligibility list for a period of one year, and if during that year's period, a position for the applicant's classification occurs, the applicant will be referred to the administrator for further consideration.

The Personnel Office may recruit the vacant position if the applicant(s) on the eligibility list are no longer available for a position within their classification or they do not meet the required qualifications.

3. Applications

Applications, resumes, or other form of employment inquiry submitted to the Personnel Office shall be retained for a period of at least two (2) years. Instruments acquired during the screening process shall be retained for at least two (2) years.

Upon initial employment and upon each change in classification, thereafter, classified employees shall receive two copies of their classification, and notice of salary, assignment and/or work location with required hours and workweek. The provisions of this policy shall not apply to short-term (on-call or substitute/temporary) employees as defined in Policy 4210.

Adopted 7/1/65
Revised..... 12/14/76

References

Education Code 13581, 13582, 13607; Labor Code 850.2, 1411