

4.3.10P  
MANAGEMENT TEAM HIRING  
ADOPT: JANUARY 11, 2000  
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I. ELECTION PROCEDURES FOR MANAGEMENT TEAM POSITIONS

- A. District hiring procedures are based on a recognition that responsibility for recommending well-qualified regular management employees is shared cooperatively by administrators, faculty, classified staff and students participating effectively in all appropriate phases of the hiring process. To that end, the District will establish and utilize a Screening and Interviewing Committee for the hiring of all Management Team positions.
- B. All participants in the process are given regularly updated, appropriate procedural training.
  - 1. The District Compliance Officer or designee shall serve as a consultant on District and State guidelines and be responsible for monitoring the process, including but not limited to, a review of the job descriptions and announcements, composition and procedures of the Screening and Interviewing Committees, and ensuring the adequacy of the pool of applicants.
- C. When a new position is created, or an existing position becomes vacant, the department head where the vacancy exists shall generate and sign a Personnel Requisition Form and forward it to the Human Resources Department for further routing of signatures.
- D. Once the requisition is signed and approved, job announcements, which include all job-related skills, essential functions, requirements and any additional qualifications recommended (when appropriate), are prepared for each position. The job announcements are reviewed and signed off by the District Compliance Officer and Human Resources Director (or designee) before each position is announced [Title 5, Section 53022].
- E. Screening and Interviewing Committees for Management Team positions shall be comprised of no fewer than three members in the following manner:

VICE PRESIDENT & OTHER EDUCATIONAL ADMINISTRATORS

For Vice President and other Educational Administrator positions [pursuant to Education Code 87002 (b)], the Screening and Interviewing Committee shall consist of:

- 2 Administrators, selected by the Superintendent/President;
- 2 Faculty members, selected by the Academic Senate (if the Senate chooses to participate);
- 2 Trustees, selected by the Board of Trustees (if the Trustees choose to participate);
- 1 Classified staff member, selected by the SEIU President (if SEIU chooses to participate); and

- 1 Member of the Associated Students (AS), selected by the AS President (if the AS chooses to participate)

The Chair of the Committee will be selected by the Superintendent/President.

The Superintendent/President and the Board of Trustees may jointly interview final candidates for Vice President.

#### CLASSIFIED ADMINISTRATORS, MANAGERS & SUPERVISORS

For all positions deemed Classified Administrators, Managers and Supervisors, [pursuant to Education Code 87002 (c)], the Screening and Interviewing Committee shall consist of:

- 1 Administrators, selected by the Superintendent/President;
- 1 Faculty members, selected by the Academic Senate (if the Senate chooses to participate);
- 1 Trustees, selected by the Board of Trustees (if the Trustees choose to participate);
- 1 Classified staff member, selected by the SEIU President (if SEIU chooses to participate); and
- 1 Member of the Associated Students (AS), selected by the AS President (if the AS chooses to participate)

For all Administrative positions, the Superintendent/President shall request representatives from each of the above referenced groups to participate on all Screening and Interviewing Committees.

The Chair of the Committee will be selected by the Superintendent/President.

The Superintendent/President may elect to interview the top candidate(s) for positions of Classified Administrator, Manager and Supervisor.

#### CONFIDENTIAL CLASSIFIED EMPLOYEES

For all Management Team members who are deemed Confidential Classified Employees [pursuant to Government Code 3540], the Screening and Interviewing Committee shall consist of:

- 1 Management Team member, selected by the Component Administrator of the position;
- 1 Faculty members, selected by the Academic Senate (if the Senate chooses to participate);
- 1 Classified staff member, selected by the SEIU President (if SEIU chooses to participate); and
- 1 Student, selected by the AS President (if the AS chooses to participate)

For Confidential Classified positions, the component administrator shall request representatives from each of the above referenced groups to participate on the Screening and Interviewing Committee.

In the event that the Academic Senate and/or SEIU chooses NOT to participate, the component administrator shall invite additional Management Team members to ensure that the Committee is comprised of no fewer than three (3) members.

The Chair of the Committee will be selected by the component administrator.

The Superintendent/President may elect to interview the top candidate(s) for Confidential Classified positions.

1. The District Compliance Officer or designated monitor shall monitor all aspects of the hiring process, monitor the interview procedure to make certain that all applicants receive the same amount of interview time, or at least an opportunity to use the full amount of time allowed if they wish to do so; monitor that all candidates are asked and receive the same questions by the same interviewers; monitor the discussion of candidates after interviews to ensure that job-related factors are the only ones considered in determining the finalists; and assist in the tallying of interview scores. The monitor may recommend a suspension of the hiring process at any time a question of non-compliance is raised. The District Compliance Officer shall determine the appropriate action to be taken in cases where non-compliance of the process has been raised.
  2. In order to serve as a member of a Screening and Interviewing Committee, a Committee member must commit to participating in each phase of the process (paper screening and interviews) in its entirety. Additionally, each Committee member must have participated in a procedural training within the last year.
- F. The Committee shall review all complete applications and select candidates for interviews using a mutually agreed upon rating system that is based on specific required and preferred qualifications referred to in the job announcement. In addition, applicants for Educational Administrator positions must satisfy minimum qualifications for a current SRJC Faculty discipline.
1. All interview questions and procedures shall be reviewed in advance and approved by the District Compliance Officer, or designee.

The Committee shall follow an interview procedure that is fair to all candidates and may include, but not be limited to, appropriate oral demonstrations, writing samples, or other performance indicators related to the responsibilities of the position. The Committee shall evaluate candidates based on job-related knowledge and abilities, experience, and potential contributions to the District. When the Committee conducts interviews, written records shall be maintained on the appropriate forms for each candidate's interview in order to facilitate the selection of finalists.

- a. Following a discussion of the candidate's strengths and weaknesses, according to the qualifications listed in the job announcement, the Chair shall record the Committee's list of finalists to forward to the component administrator. The list of finalists forwarded will be in unranked order. The Committee shall recommend at least three candidates (or more if interviewing for more than one position) for interview by the component administrator. The District Compliance Officer shall certify the selected finalists. If the Committee does not find three acceptable candidates, the Committee Chair and the District Compliance Officer, in consultation with the relevant component administrator, will discuss available options such as proceeding with one or two finalists or reopening the position.
2. In the event that supportable reasons exist whereby the component administrator cannot agree with any of the Committee's final recommendation(s), then the administrator shall communicate the reasons for his/her objections to the Committee Chair and the District Compliance Officer and the position may be reopened.
3. The component administrator and one other administrator (for a total of two) will interview the finalists, except in cases where the component administrator is serving as the Committee Chair, then the finalists will be forwarded to the Superintendent/ President for

interview. Every attempt will be made to schedule both the Committee and final interviews to accommodate the time and travel concerns of the candidates. For candidates coming from distances exceeding 200 miles, special interview arrangements may be developed as needed.

- a. When the component administrator conducts an interview, a written record shall be maintained on the appropriate forms for each finalist's interview in order to facilitate the follow-up discussions and final selection meeting. This record, along with the Screening and Interviewing Committee's records of its interviews and all other application materials, shall help form the basis of discussions of strengths and weaknesses in the joint consultation and final selection meeting.
4. Following the final interviews, the component administrator may meet with the Chair of the Screening and Interviewing Committee to receive feedback of the Committee's evaluation of the strengths and weaknesses of the final candidates. Taking into consideration their own evaluations of the candidates, the evaluations of the Screening and Interviewing Committee, the administrator will select the top candidate(s) for recommendation to the Superintendent/President.
  - a. For Confidential Classified positions, the Superintendent/ President may choose, at his/her discretion, to interview the top candidate(s). If he/she chooses not to interview, selection of the top candidate will be made by the component administrator.
5. The component administrator will forward the name(s) of the top candidate(s) along with a written recommendation to the Superintendent/President. The Superintendent/President may then interview the top candidate(s) and following this interview, will discuss with the component administrator the findings of the Screening and Interviewing Committee, the final interviews. Should he/she agree with the findings of the Committee and the component administrator, the Superintendent/President or designee will then conduct reference checks on the final candidate(s) with a written record maintained on the appropriate form. If all is satisfactory, the top candidate's name will be recommended to the Board of Trustees for approval. If the Superintendent/President disagrees with the findings of the Screening and Interviewing Committee and component administrator, he/she shall communicate his/her objections to the Committee Chair and the component administrator, and shall determine the appropriate course of action to take.
6. In the event that the vacant position reports directly to the Superintendent/ President, the Screening and Interviewing Committee will forward its finalists directly to the Superintendent/President for interview. The list of finalists will be in unranked order.
7. The Superintendent/President may authorize site visits and/or open campus forums on all finalists and receive input/comments as deemed appropriate.