



4.3.9P  
CLASSIFIED HIRING: REGULAR  
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SEIU Article 14

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I. HIRING PROCEDURES FOR REGULAR CLASSIFIED STAFF

A. AUTHORIZATION TO HIRE

1. When a new position is created, or an existing position becomes vacant, the Department where the vacancy exists shall generate a Classified Position Request form and forward it to their supervising administrator. The component administrators and the Superintendent/President meet to approve the position prior to opening the recruitment.
2. The creation of a new classified position automatically triggers a review by the Classification Review Committee (CRC) so the position can be given the appropriate classification, assigned a group number in the annual review, and to ensure internal equity among existing positions. Following is the typical process that is initiated once a new position is authorized:
  - a) Manager of the new position drafts a job description, or recommends that an existing job description be used for the new position.
  - b) Human Resources reviews the job description.
  - c) The Classification Review Committee (CRC) measures and assigns a classification to the new position.
  - d) SEIU reviews the job description.
  - e) District Compliance Officer reviews the job description.
  - f) The Manager, Component Administrator, and possibly the Superintendent/President review the job description.
  - g) The proposed job description goes to the Board for final approval, along with a staffing item that includes a description of the position (full-time/part-time, etc.), justification and funding source.
3. Filling a vacant position only requires authorization to hire (job description review by CRC is not required), unless there has been a significant change to the vacant position. In this case, it needs to be reviewed by the CRC. The Director of Human Resources and the SEIU Classified Executive Council President make the determination if the change to the job description is significant enough to require CRC review.

B. CLASSIFIED INTERVIEW COMMITTEE

1. District hiring procedures are based on the recognition that responsibility for selecting well-qualified regular classified employees is shared cooperatively by both administrators, classified staff members, and in some instances faculty, participating effectively in all appropriate phases of the hiring process.

2. A Classified Interview Committee shall be formed for both Transfer/Promotion and regular hiring processes, comprised of no fewer than three (3) members. The membership shall include (if appointed) the area supervisor and/or department chair, or designated administrator to serve as Committee Chair and at least two (2) classified employees appointed by SEIU, at least one of whom should be from the department in which the vacancy exists, or from a related department, discipline, or position; and may include a non-voting monitor. The Committee Chair may invite the participation of additional management or faculty who are subject experts in the area or interested student(s). All search committee members (other than the monitor) will be voting members.
3. The Committee Chair will notify the SEIU President of any impending recruitments to request appointments of classified members. The SEIU President will notify the Human Resources Department of its appointment(s).
4. The Committee Chair shall be responsible for establishing the remainder of the Committee, if any, and for notifying the Human Resources Department of any additional non-classified appointments.
5. If a monitor is appointed, they shall participate in all aspects of the hiring process, and shall: monitor the screening process to ensure that guidelines are followed and that a reasonable pool of interview candidates are selected in an objective manner; 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 core 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; 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. He/she shall review any concern regarding the selection process with the District Compliance Officer, who shall determine the appropriate action to be taken. The committee chair will serve the dual role of committee monitoring, if there is not a monitor appointed to the committee.
6. In order to serve as a member of a Classified Interview 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. Responsibilities include: following the District's equal employment opportunity policy and plan; formulating and reviewing job announcements; assisting in advertising positions; and screening, interviewing, and selecting the recommended candidates for final interview. All phases of classified hiring shall be strictly confidential.
7. The District Compliance Officer, or designee, and the Human Resources Department shall serve as a consultant on District and state guidelines and be responsible for monitoring the District's hiring procedures, including but not limited to a review of the job descriptions and announcements, composition and procedures of selection committees, and the adequacy of the pool of applicants.
8. The same committee that is formed for transfer/promotion should be used for the external recruitment if the position is not filled by transfer/promotion.

#### C. PREPARATION OF DOCUMENTS

1. When a department has received authorization to hire for a position, they shall generate a Personnel Requisition and forward to the Human Resources Department for routing of signatures.
2. All job-related skills, essential functions, requirements, and any preferred qualifications recommended by the department and hiring committee when appropriate, are prepared for each position. This information will be included in any internal announcement and will also be

incorporated into the job announcements, if the recruitment is opened externally. Job announcements are reviewed and signed off by the District Compliance Officer and Assistant Human Resources Director (or designee) before each position is announced to ensure conformity with the District's nondiscrimination commitments.

#### D. RECRUITMENT/HIRING PROCESS

##### 1. INTERNAL TRANSFERS/PROMOTIONS

- a) Once the Authorization to Hire is complete, positions will be posted internally via the Classified Employee Transfer/Promotion process for a minimum of five (5) working days. Announcements for internal postings are sent to all staff by e-mail with the details for each posting offered by a voicemail extension as well as online via the Human Resources Department website.
- b) Regular Classified employees may apply for transfer/promotion to positions for which they meet the minimum qualifications. If interested, employees must complete a Transfer/Promotion Request Form and other required documents and return them to the Human Resources Department by the deadline date.
- c) The Classified Interview Committee shall review all applications which are complete and interview all candidates that meet minimum qualifications.
- d) If qualified, Human Resources will schedule an interview between the employee and the Classified Interview Committee. A copy of the Transfer/Promotion Request Form and supporting documents will be forwarded to the Classified Interview Committee for review prior to the interview. The interview for the position will take place within three (3) working days following the deadline date, or as soon as is reasonably possible.
- e) The Classified Interview Committee shall follow an interview procedure that shall be fair to all candidates(s) 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 Classified Interview Committee shall evaluate candidates based on knowledge and competence, commitment to service, and potential contributions to the Department and District. When the Classified Interview Committee conducts interviews, a written record shall be maintained on the appropriate forms for each candidate's interview in order to facilitate the final recommendation.
- f) Following consideration of the candidate's strengths and weaknesses according to all qualifications listed in the job announcement and based on the outcome of the interviews, the Classified Interview Committee shall record and forward a written recommendation to Human Resources that either: a) the candidate(s) name (s) be forwarded for a final interview with an appropriate administrator(s); OR b) that the position be opened for advertising to the general public. Reference checks and review of previous performance evaluations can be conducted by the committee chair prior to making a final recommendation, if desired.
- g) If an employee is offered a position, he/she must respond within twenty-four (24) hours as to whether he/she wishes to accept the position.

Note: If an employee is offered a transfer/promotion, that employee will serve a new six-month probationary period for that new position.

##### 2. EXTERNAL HIRING PROCESS

- a) The Classified Interview Committee shall review all applications which are complete and meet minimum qualifications, and select candidates for interviews using a mutually agreed upon rating system that is based on specific qualifications referred to in the job announcement.

- b) The Classified Interview Committee shall then follow the steps outlined in section D1d of this procedure for interviewing candidates.
- c) Following consideration of the candidate's strengths and weaknesses, according to all the qualifications listed in the job announcement and based on the outcome of the interviews, the chair shall record the committee's list of finalists. The Classified Interview Committee shall recommend up to three candidates (or more if interviewing for more than one position) for final interview. The District Compliance Officer shall certify the selected finalists.
- d) If the committee does not find three acceptable candidates, the committee chair, their administrator(s) and the District Compliance Officer will discuss available options such as proceeding with one or two finalists, reviewing additional applications received after the priority deadline, or reopening the position.
- e) The appropriate administrator(s) will interview the finalists in preparation for the final selection meeting with the committee chair or the full committee.
- f) Each final interview shall be scheduled for the same amount of time and shall address the same core questions, which shall focus on professional or job-related criteria. All interview questions shall be reviewed in advance by the Human Resources Department and District Compliance officer, or designee.
- g) When the administrator(s) conducts an interview, a written record shall be maintained on the appropriate forms for each candidate's interview in order to facilitate the follow-up discussions. This record along with the Classified Interview Committee's records of its interviews and all other application materials shall help to form the basis of discussions of strengths and weaknesses in the joint consultation and final selection meeting.
- h) Following the final interviews, the administrator(s) shall meet with the chair of the Classified Interview Committee or the full committee. Taking into consideration all evaluations of the candidate, the administrators will select a final candidate.
- i) In the event that exceptional circumstances and compelling reasons exist whereby the administrator(s) cannot agree with any of the committee's final recommendation(s), then the administrator(s) shall communicate the reasons for his/her objections to the chair of the Classified Interview Committee, the Human Resources Department, and the District Compliance Officer, and additional applications received after the priority deadline may be reviewed, or the position may be reopened.
- j) The administrator(s) shall conduct reference checks (either before or after the finalist interviews) on one or more of the final candidate(s) with a written record maintained on the appropriate forms. He/she will forward the name of the final candidate along with all documentation to the Human Resources Department for salary placement and formal job offer. The final candidate's name will be forwarded to the Board of Trustees for approval.