BP 7120 RECRUITMENT AND HIRING

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

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.

Date Adopted: May 15, 2007
Revised: November 25, 2014 (references only)
(Replaces Policy 3001/4001 and 3099/4099)

See Also Board Policy 2510 – Participation in Local Decision Making

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References:

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

The information in this procedure does not apply to the recruitment and hiring for the positions of Chancellor and President. For information on recruitment and hiring for those positions, please see Administrative Procedures 2431, titled Chancellor Selection and 7121, titled President Recruitment and Hiring.

POSITION APPROVAL PROCESS

Every department, program or discipline in the District, conducts an annual program review identifying needed positions for the coming fiscal year. These can be new positions or replacement positions intended to fill vacancies at the time of the review. Once identified, the positions are submitted for prioritization to the campus or college's internal review and planning process. District positions are prioritized by the vice chancellors and reviewed by the Chancellor. Recommendations are made by the appropriate campus/college/district groups which, in turn, advise the Chancellor. All positions are subject to funding.

JOB OPENING/APPLICATION PROCESSES

Riverside Community College District utilizes an electronic process for posting all job openings and the application process. The online applicant tracking system is the mechanism for submittal of recruitment requests, which routes all requests through the internal approval process. Initial screening and the hiring process is coordinated by the Diversity and Human Resources Department using the online system.

Job Postings

When a vacant or newly created position is approved by the appropriate lines of authority, the job may be posted on the District's website and open for application.

The designated manager for the Department that has an opening will access his/her own user account at https://jobs.rcc.edu. Resources for managers to create postings can be found on the link for Managers Training Video or the Hiring Manager's User Guide. If

questions remain, the manager may contact the Department of Diversity and Human Resources.

Applying for a Job

Applicants can apply for an open position by logging onto the District's job opening website at https://jobs.rcc.edu. Applicants can view all open positions within the District and fill out an application for a desired position. To complete an application, the user/applicant will be asked to create a User Application, which will serve as a permanent account when applying for jobs within the District. Once a user account is set up, the user will be able to set-up a User Name and Password, following the prompts provided by the site. Information can be saved in the system enabling the applicant to apply for multiple positions without having to complete an entirely new application for each job within the classification of the application on file. The user is expected to attach all desired/required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application. Applicant's requiring assistance with the application process may contact the Department of Diversity and Human Resources at (951) 222-8595, for support. Computers for applicant use are available at the Department of Diversity and Human Resources, 450 E. Alessandro Blvd., Riverside, CA, or at any of these other locations: Riverside City College – Digital Library and Learning Resources Center; Norco College – Student Services Lobby; Moreno Valley College– Student Services Lobby. Accommodations for individuals with a disability can be arranged by calling the office of Diversity, Equity and Compliance at (951) 222-8039.

Applicants with Criminal Records

Pre-employment processing includes a Live Scan background check. Applicants are required to disclose on their job application all felony or misdemeanor convictions and provide requested information regarding all convictions. Failure to disclose convictions and accurate information for all convictions may result in the immediate withdrawal of any offer of employment. Each situation will be considered on a case-by-case basis.

Criminal conviction information will be reviewed and considered only during the final stage of the hiring process. Consideration of a criminal conviction will include relevant sections of the Education Code, an individualized assessment of essential job requirements, the actual circumstances under which the job duties are performed, the crime committed, and the length of time since the conviction(s). When such an assessment is performed, a written record of the rationale to support the conclusion will be added to the recruitment file.

In addition, the office of Diversity, Equity and Compliance shall maintain an aggregate record of employment consideration based on criminal convictions and the applicant's EEO demographic information. The District's record of denials will be periodically assessed for any potential negative impact based on legally protected categories of employment.

Also see Administrative Procedure 3410, Nondiscrimination and Administrative Procedure 3420, Equal Employment Opportunity

Office of Primary Responsibility*:* Diversity and Human Resources Department

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and 3099/4099)