

**AP 7120a ACADEMIC AND CLASSIFIED ADMINISTRATORS
RECRUITMENT AND HIRING**

References:

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

ACADEMIC AND CLASSIFIED ADMINISTRATORS

All management employees are hired into supervisory, classified management, or academic (educational) administrative positions following the steps established below:

1. Identify a Position and Develop Hiring Plan
 - a. After the position is approved, placement is established and funding is secured, the Hiring Manager will create a Management on-line posting request at <http://jobs.rccd.edu/hr>. The on-line request will include the recommended search committee members, budget code(s), advertising recommendations, job description, supplemental questions for applicants, etc.
 - (1) Only the current job description on file in the Diversity and Human Resources Office is the source to create a template for the on-line posting.
 - (2) To make any changes to the job description, or restructuring of a position, the changes must be discussed with, and approved by, the Director, Diversity and Human Resources prior to posting.
 - (3) Standards and criteria for employment must clearly be stated in the job posting. These shall include that all classified managers hired by the Riverside Community College District must possess, prior to the initial interview, the minimum qualifications pursuant to Education Code.

- (4) For new positions, managers will submit a proposed job description, using the DHR job description format, to the District, Diversity and Human Resources. The Director will work with the hiring manager to finalize the job description and submit for grading using the current job evaluation structure.
 - (5) For classified supervisors and management, the job description will include a requirement to: Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.
 - (6) For academic management (educational administrators), the job description will include a requirement: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).
- b. The Hiring Manager will electronically forward the posting request through the on-line applicant tracking system. A typical approval workflow is Director, Dean, Vice President, Vice President of Business Services, President and/or Vice Chancellor for review and approval. If any one of them feels that changes are needed, the posting request will be sent back to the Hiring Manager with a rationale for the changes.
 - c. If there are no changes, the Vice Chancellor or President will electronically forward the posting request to the Budget Office to verify budget code(s) and budget capacity. Any concerns relative to budget will be communicated to the Hiring Manager for resolution.
 - d. The posting request will then be electronically forwarded by the Budget Office to the Office of Diversity, Equity and Compliance for review, who will then forward it to the Office of Diversity and Human Resources for review. Any concerns, including those regarding equity and diversity, will be communicated to the Hiring Manager for resolution.

2. Search Committee Composition

- a. The Hiring Manager will identify the members to serve on the search committee. The individuals selected to a search committee should have knowledge of, and a vested interest in, the position.

- b. The search committee should be composed of five (5) to six (6) individuals of which may include management, faculty, classified confidential, and/or classified staff. As appropriate, a search committee may include a student, community and/or faculty emeriti representatives. Due consideration shall be given to diversity and equity.
 - c. The composition of the search committee will be reviewed and approved by the Director of Diversity, Equity and Compliance.
 - d. The Diversity and Human Resources Office will make sure that the search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training program prior to any participation in the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination.
 - e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. "Members of the immediate family" as defined by BP 7310, mean those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: spouse, domestic partner, parents, grandparents, siblings, children, grandchildren, children for which the employee or spouse is a legal guardian, foster child, foster parent, uncles, aunts, nieces, nephews and in-laws or any other relative living in the employee's home.
3. Announcement of Recruitment
- a. The Diversity and Human Resources Office will post the position on-line.
 - b. The position will be advertised so as to encourage a broad applicant pool. The Diversity and Human Resources Office will typically advertise the vacancy in standard publications and websites, including, but not limited to the District web-site, in the local newspapers, Insidehighered.com, Higherjobs.com, Southern California Higher Education Recruitment Consortium, California Community Colleges Registry and Caljobs.ca.gov. The Hiring Manager may recommend additional advertising sources.

- c. The Office of Diversity, Equity and Compliance will review the applicant pool with regard to potential impact on underrepresented groups per EEO regulations, as required by Title 5.
 - d. The Diversity and Human Resources Office will be responsible for managing the paperwork and ensuring that the process includes the following:
 - (1) Applicants apply on-line for available positions.
 - (2) Screening and selection process conform to Title 5, which includes references to the screening or selection techniques, including the procedure for developing broad interview topics, and the selection process as a whole.
4. Search Committee Responsibilities
- a. The search committee will develop the timeline for screening and interviewing.
 - b. After the deadline, the search committee will independently review the applicant pool on-line and select those to be interviewed. The search committee will carefully consider minimum qualifications, desired qualifications and comments from the hiring manager during the on-line screening of applications.
 - c. Classified and classified confidential search committee members will complete their on-line screening of applications during their required business hours.
 - d. The search committee will convene to review each committee members' selections and decide as a group:
 - (1) Whether or not the applicant pool has sufficient numbers or sufficiently qualified applicants to proceed. If not, the search committee may request extension of the deadline and/or additional recruitment outreach.
 - (2) Which candidates will be invited for an initial interview.
 - (3) Composition of the pool of applicants to be interviewed will be monitored by the Director, Diversity, Equity and Compliance.
 - e. Initial interviews will be conducted by the search committee and held on the campus/college of hire. The Diversity and Human

Resources representative will facilitate the work of the search committee. The interview process will reflect the following:

- (1) A select number of qualified candidates, screened from the initial applicant pool, will be invited for a personal interview at their expense.
- (2) The search committee will conduct interviews of the applicants using the same process for each. A list of questions, developed by the search committee, will be asked of all applicants to be interviewed. The search committee and/or the Hiring Manager may request that a skills demonstration and/or presentation be included as part of the interview process.
- (3) Search committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent committee member evaluations of all candidates have been completed.
- (4) The search committee shall recommend at least two unranked finalists to the Hiring Manager. If the position is “hard to fill” the committee may request to move one candidate forward to the hiring manager. These instances should be rare and require the review/approval of the Director, Diversity and Human Resources. Composition of the list of finalist candidates will be monitored by the Director, Diversity, Equity and Compliance.
- (5) In the event that the search committee decides that no candidates from those interviewed will be recommended as a finalist, the Hiring Manager will be notified and then he/she, along with the Diversity Human Resources representative, will determine whether to extend or terminate the recruitment process.
- (6) The committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is complete.
- (7) A committee member who fails to participate in any aspect of the process may be removed from the committee.

5. Final Interviews

- a. Final interviews will occur on the campus/college of hire.

- (1) The final interview committee will consist of the Hiring Manager, who may request additional personnel to be part of the final interview process.
 - (2) In accordance with Administrative Procedure 6900, the District may reimburse for appropriate travel expenses to candidates invited for final interview.
 - (3) As part of the final interview process, and at the request of the College President or designee, public forums may be conducted to introduce the finalists to the College constituency and the community. Comment forms may be made available to the attendees and reviewed by the President or designee.
 - b. Upon completion of final interviews, the final interview committee will select the candidate best suited for the position and forward the candidate's name to Diversity and Human Resources. If no candidate is selected for the position, the Hiring Manager will notify Diversity and Human Resources and a decision will be made to extend or terminate the recruitment process.
 - c. In the event a candidate is selected for the position, reference checks will be completed by the Hiring Manager and/or the Office of Diversity and Human Resources. These reference checks will be conducted prior to a conditional offer of employment being extended to the selected candidate.
 - d. Salary placement will be offered at the first step of the advertised salary range for the position. Any exceptions such as years of experience, current salary and difficulty of filling the position, must be approved by the Vice Chancellor of Diversity and Human Resources in consultation with the President or Vice Chancellor.
 - e. The position will be budgeted at the first step of the advertised salary range for the position. Placement above the first step will require the President or Vice Chancellor to fund the additional amount by transfer from their existing budget.
6. Offer of Employment
- a. Once a selection is made, a conditional offer of employment will be extended to the successful candidate by Diversity and Human Resources or the Hiring Manager. The offer is conditioned upon several events taking place, such as, but not limited to, funding,

reference checks, background check, fingerprinting clearance, tuberculosis testing, receipt of official transcripts, any other pre-employment requirements, and Board approval.

- b. All appointments must be approved by the Board of Trustees, at the next available regularly scheduled meeting of the Board, before the candidate may begin employment.
- c. The Diversity and Human Resources Office will meet with the candidate to complete the necessary pre-employment paperwork, and provide additional information regarding their position with the District.

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

Office of Primary Responsibility: Diversity and Human Resources Department

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and 3099/4099)