

Classified Employees: Recruitment and Hiring

Procedures regarding classified employees are addressed in the collective bargaining agreement.

Reference: Education Code Sections 70902(d), 87100 et seq., 88003, 88004, 88009, 88013;
Title 5, Section 53000 et seq.

The Human Resources Manager will distribute these procedures and the District's Equal Employment Opportunity statement to members of the Screening and Interviewing Committees along with other criteria and guidelines established by the Board for the selection of Classified Employees.

Initial Selection Procedures: Application Reviews

A Screening Committee and the Human Resources Manager will examine all applications in terms of criteria established by the Superintendent/President in conjunction with the Board of Trustees, and will recommend candidates for interview on campus.

Testing (as appropriate)

Eligibility and relative fitness of applicants for employment shall be determined by a job related examination. An examination may consist of one or any combination of generally accepted testing techniques, including but not limited to, performance tests, written test, technical expert interview of knowledge, skills and abilities, rated interview, ratings of applications or résumés, work performances, or promotional potential evaluations.

Interview Procedures

All final candidates will be interviewed on the basis of a uniform interview format by the same personnel. The Screening/Interview Committee may choose to conduct telephone interviews prior to on-campus interviews. The Screening/Interview Committee will meet prior to the interview schedule to establish common questions and a uniform time allotment for each interview, in order that all candidates will be interviewed on a consistent basis. The Screening/Interview Committee will make its recommendations to the Superintendent/President, who will then forward a recommendation to the Board.

The Board of Trustees will (a) approve employment, (b) request additional recommendations from the Superintendent/President, as necessary, or (c) take other action as they may deem appropriate.

The College reserves the right to re-advertise or to delay filling a position indefinitely, if it is deemed that the applicants for a position do not constitute an adequate applicant pool.

Composition of Screening Committees

After candidates are selected, they will be interviewed by a Screening Committee composed of, at minimum:

1. one administrator or classified manager
2. at least one (1) representative of the Classified Staff

The chairperson of the committee is generally the originator of the request to fill the position, and may also serve as one of the member representatives above.

Pre-selection Activities

Verification of Eligibility for Employment (see AP 7120-1)
Applicant Background Checks (see AP 7120-2)
Reference Checks

Employment Offers

The Human Resources Manager or Screening Committee Chairperson (or person requesting to fill the vacancy, if different) shall make the offer of employment verbally.

Pre-Employment Requirements

1. Fingerprint Requirements: All new employees of the District must be fingerprinted by a local law enforcement agency prior to start of employment. The District shall reimburse the employee for any fee involved. (See also BP 7337 - Fingerprinting)
2. Chest X-Ray or Tuberculin Test: All new employees must present evident of a negative chest x-ray or intradermal tuberculin test within two (2) weeks of employment. Periodic x-rays or skin tests shall be required thereafter.
3. Loyalty Oath: All employees of the District must sign an Oath of Allegiance to the United States and the State of California.
4. Photograph: After employment, the employee shall submit a recent photograph for inclusion in her/her personnel file. Picture identification may be sufficient.
5. Social Security Number: All new employees must register their social security number with the Office of Administrative Services at the time of employment.
6. Income Tax Withholding Form: Employees must complete a W-4 form at the time of employment.
7. Driver's License: A valid current Driver's License will be required in certain classifications.

Certain other medical examinations may be required pursuant to BP/AP 7330 - Communicable Disease, and BP/AP 7335 - Health Examinations.

Additional forms and information will be offered and/or requested to facilitate employee benefits and services, and orientation.

AP 7210-0 is not a CCLC AP

See Administrative Procedures 7230- through 7230-3

See also BP/AP 7120 - Recruitment and Selection

See also BP/AP 3420 - Equal Employment Opportunity

See also BP/AP 7365 - Discipline and Dismissals - Classified Employees

(Formerly PVC Board Policies 4140, 4460 and 4470)

3/5/09 College Council Approval

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