



ADMINISTRATIVE PROCEDURES

No. 7120.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

CLASSIFIED HIRING

This procedure applies to classified employees, excepting temporary, short-term, or substitutive classified employees. Classified administrators may alternatively be identified by contracting with a private organization or with individuals pursuant to Title 5 of the California Code of Regulations, section 53021(c)(7).

Initiation of Hiring Process

A hiring process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the selection process that normally require the participation of Classified employees will generally not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the classified constituent group leaders. Extenuating circumstances include, but are not limited to, instances when a position must be filled on short notice.

Screening Committee Composition and Appointment

Full-time positions will be filled by utilizing participatory governance Screening Committees.

The immediate supervisor will serve as Chair of the Screening Committee or a Chair will be designated by the Superintendent/President if the supervisor is not available. When the position being filled is directly supervised by the Superintendent/President, they may designate a committee chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position. If two or more classified staff members in the same job classification are being hired at the same time, a single hiring committee may be used.

CLASSIFIED ADMINISTRATOR AND CONFIDENTIAL POSITIONS: A minimum of 6 members selected from the Vice-President, Management Team, Faculty, Classified, and Student groups (when possible).

NON-ADMINISTRATIVE CLASSIFIED POSITIONS: When possible, a minimum

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of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

The Director of Human Resources may request additional names to expand the committee to further diversify the committee composition. The Chair or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical or other expertise related to the position.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training-prior to participation on the Screening Committee. Sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

The Screening Committee will:

- Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.
- Selection criteria at each stage of the selection process will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
- Develop an interview rubric based on the specific requirements of the first level interview
- This will include a means for assessing the candidates demonstrated ability infuse diversity, inclusion, and equity into their services.
- Participate in interviews
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related

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qualifications

- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.
- Make hiring recommendations to the Superintendent/President. For classified management and confidential positions, the top two to four candidates will be recommended whenever possible. In appropriate circumstances, additional candidates may be recommended to the Superintendent/President for consideration.

In addition to the above stated, the Committee chair will:

- Review the job description to ensure its currency and need of the department
- Coordinate meeting schedule with Human Resources
- Provide leadership to the committee during the various phases of the selection procedure including enforcing EEO practices and considerations
- Provide recommendation to Human Resources on recruitment outlets
- Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking in coordination with Human Resources
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- Coordinate and/or complete reference checking as the designee of the Superintendent/President

Job Announcement Requirements

The Director of Human Resources, in consultation with the immediate supervisor will develop a job announcement for all classified positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g. resumé, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The job announcement shall include the requirement that the applicant demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic and racial background of community college students.
- The applicant will demonstrate a sensitivity to the college's commitment to equity, inclusion and social justice.

The Director of Human Resources will review the job announcement in regard to equal opportunity

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guidelines and the District EEO Plan.

Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources, which may include: The California Community Colleges Registry, state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources will place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair, or other job fairs or resources for advertising the District as a potential employer.

The Director of Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

Application Review and Selection of Interviewees

The Director of Human Resources and Chair shall monitor the application review and screening process to ensure compliance with Title 5, EEO requirements, and confidentiality.

The Director of Human Resources or designee shall assist Selection Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc.

The Director of Human Resources will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the co-chairpersons, to determine if the filing period may need to be extended and the position re- advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Director of Human Resources and the chairperson or a designated committee member may screen the applications to determine which applicants meet any applicable minimum qualifications for the position. Only those candidates who meet applicable minimum qualifications will be forwarded to the Screening Committee.

Each Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human

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Resources, or designee. The Chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review the findings of the paper screen rankings to discuss and determine who shall be offered an interview.

The chairs shall notify Human Resources of selected candidates to offer a first level interview. Human Resources shall contact and schedule applicants within the prescribed schedule set by the selection committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- A presentation may be required as determined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Chair in coordination with Human Resources will compile the rankings. The Chair will present the entirety of the rankings for consideration of the committee, including the names of the candidates.
- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Upon completion of the interviews, the Director of Human Resources will transmit the findings and recommendations of the committee to the Superintendent/President.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President, Chair, and intervening supervisors according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants

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with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President or designee will:

- Consult with the Director of Human Resources for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President or his/her designee may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.
- The Superintendent/President will conduct second level interviews with the recommended applicants. The responsible Vice President and Screening Committee chair will participate in second level interviews.
- Conduct reference checks.
- Authorize the Director of Human Resources to make an official offer of employment
- Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees. If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
- If issues cannot be resolved, the Superintendent/President or his/her designee may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.

Candidate Notification and Processing

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.
- Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.
- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
- Retain application and selection materials for the time prescribed by law.

If an unsuccessful selection process occurs due to a candidate's withdrawal from the process, the selection procedure may be reinstated, modified, or postponed until a future date

Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the Director of Human Resources, may

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supplement open recruiting by contacting previous applicants via email to notify them of the new vacancy so long as the job qualifications remain the same.

References: Title 5 of the California Code of Regulations, section 53021(c)(7).

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