HIRING POLICY FOR CLASSIFIED STAFF

SECTION I: GENERAL PROVISIONS

1. Preface: The hiring of highly qualified classified staff is essential to the mission of the South Orange County Community College District. Therefore, the Chancellor and the College Presidents, with input through this process from administration, faculty and staff, have the responsibility to select highly qualified classified staff.

   The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.

2. Scope: This Policy applies to the recruitment, hiring and promotion process for full and part-time permanent classified staff.[1] As referenced herein, the Chancellor shall have primary responsibility for hiring District classified staff; and each College President shall have primary responsibility for hiring classified staff for their respective campus.

3. Equal Employment Opportunity Policy and Statement: The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.

4. Definitions:

   - Board: The Board of Trustees of the South Orange County Community College District.

   - Chair: Chair of the Hiring Committee.

   - Chancellor: The Chancellor of the South Orange County Community College District or designee.

[1] Employment of classified staff at the Advanced Technology and Education Park shall follow the same process as employment of classified staff for the District and Colleges.

- College President and Provost: The President, Provost or designee at the college or learning facility (Irvine Valley College, Saddleback College or ATEP) where the classified staff will work.

- Committee: The Hiring Committee, also known as the Search Committee.

- CSEA: California School Employees Association

- Department: The operational unit to which the position will be assigned.

- Director: The Director of Human Resources or designee.

- District: The South Orange County Community College District.

- EEO: Equal Employment Opportunity.

- Executive: The appropriate Executive most directly responsible given the position or context (i.e. Chancellor, Deputy Chancellor, Vice Chancellors, Presidents and Provost or their designees).

- OHR: Office of Human Resources.

- Operational Unit: The department, school, or division, as appropriate.

- Procedures: Employee Hiring Procedures (, Classified Staff employees), of the South Orange County Community College District.

- HR Specialist: The Human Resources Specialist assigned to the job opening.

- Supervisor: The line administrator who is responsible for the position in question.

- Vice Chancellor: Vice Chancellor, Human Resources or designee.

5. Confidentiality and Conflict of Interest Statements: The District Confidentiality and Conflict of Interest Statements apply to this process.

6. Exceptions: The Chair, the Supervisor, Director, or the Vice Chancellor may request in writing that the Chancellor reduce or extend the time period for any step or authorize an exception to any of the procedural steps set forth in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. Any request for an extension or exception shall state in writing the unusual circumstances necessitating the extension or exception.

7. Compliance: This Policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor and substituted until such time as the Board may adopt a formal amendment to this Policy.

8. Oversight: It is the responsibility of the Executive to ensure the integrity of the procedures established by this Policy. If, in the opinion of the Executive, the process has been substantially violated or abused, the Executive may order that an error be corrected, that a portion of the process be redone, that a member of the Committee be excluded from further deliberations, that the process be terminated, or that some other remedial action be taken to assure the integrity of the process. Additionally, if, in the opinion of the Executive, the College or the District cannot fiscally support the position, the Executive may terminate the process.

9. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the Director. In the event that a question of the procedural interpretation of this policy arises and cannot be resolved by the HR Specialist and the Director, the question shall be submitted in writing to the Vice Chancellor via the Director.

   If in the judgment of the HR Specialist, the Chair, the Chancellor or the Executive a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified by the Director, and the hiring process shall be suspended pending resolution of the problem. The Chancellor or College President, in consultation with OHR, shall attempt to resolve any problem or difference of interpretation of this policy.

SECTION II: RECRUITMENT

1. When the need for hiring a new classified staff employee is determined and recommended by the Chancellor or College President, upon approval by the Chancellor, a Request to Announce Form is completed and submitted to the OHR.

2. Job Announcement Content: The job announcement, based on the formal job description, will determine the screening criteria for review of applicant files. Care must be taken to ensure accurate and job-related criteria. Where applicable, it shall contain:

   a. Opening and closing dates
   b. Summary of duties and responsibilities

c. Minimum qualifications
d. Desirable qualifications
e. Application requirements and procedures
f. Special testing, if applicable
g. Submission of materials, if required
h. EEO Statement
i. Starting salary and benefits
j. Funding source (general/grant/categorical)
k. Work schedule of position (days/hours)

3. As a position is opened, it will be announced by the OHR with sufficient time to advertise the position. Except for lateral openings, whenever feasible, all positions will be advertised for at least - ten (10) days in order to maximize the effectiveness of the advertisements, unless otherwise requested by the Chancellor, College President or Provost. The hiring manager will work with the OHR to promote the open position.

4. Applications, resumes, and other required materials are accepted only by the OHR.

5. Announcement literature will be distributed to appropriate professional sources.

SECTION III: APPLICATION PROCESS

1. Submission: Applications, resumes and other required materials are accepted only by the OHR via the District's online employment website.

2. Application Period: Applications may be submitted for a set period of time or "until filled." In the case where a position is "open until filled," screening may not begin until at least ten working days after advertising has appeared in some public forum. In the case where a position is "open until filled," applications submitted less than two (2) working days prior to the beginning of the paper screening process may be excluded from consideration.

3. Search Extension: After consultation with the Chair, the recruitment period will be extended where the applicant pool has fewer than five minimally qualified applications, unless the OHR, Chancellor, College President or Provost agrees to forward the pool.

SECTION IV: SEARCH COMMITTEE

1. Chair: The Supervisor will serve as the Chair unless the Supervisor appoints a designee to so serve.

2. Size: The Committee shall consist of no more than seven and no fewer than three voting members.

3. Regular Members: The Supervisor will recommend the members for the Search Committee, including faculty members where applicable, which may include membership from outside the College or District. At least one member shall be a member of the classified bargaining unit selected in consultation with CSEA. Committee members should have a background of a suitable nature to assure sufficient expertise to evaluate the candidates. The Executive approves the appointment of all members.

4. Terminate Process: The Chancellor or College President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process.

5. Replacement: If the size of the Committee falls below the required minimum number of members, the Chair shall appoint a replacement unless such member was appointed by a governance group pursuant to law or contract. When it becomes necessary to appoint a replacement, the Chair shall also determine whether to restart the hiring process.

6. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative at any time during the process.

7. Membership Appointment Process: The Chair is responsible for forwarding recommendations for Committee membership to the OHR on the appropriate form.

8. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines, and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement.

9. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and the interview components. Neither the paper screening nor the interview may be weighted less than 30 percent each.

10. Duration: At the Orientation, the Committee will determine the length of the interview.

11. Criteria: The Committee screening criteria shall be job related, and based on the position description and the District hiring policy.

12. Interview Questions: All questions and other requirements (such as writing assignments, presentations, etc.) must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any writing assignment, exercise, presentation, or other requirement. The list of questions and requirements will be provided to OHR at least five business days prior to the first scheduled interview.

    All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement.

    The Director reviews all Committee approved questions and other requirements if applicable to ensure compliance with District policies and state and federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor may make editorial changes; however, if a particular question is deemed by the Vice Chancellor to be in need of substantive changes, these changes will be made in consultation with the Chair or designated subject matter expert.

13. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related Committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the Chancellor or College President or Provost after consultation with the Chair and the OHR. The scores or ratings of a Committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.

SECTION V: APPLICATION SCREENING PROCESS

1. Determination of Application Completeness and Eligibility: The OHR will screen for completeness of applications and for minimum qualifications as specified in the official announcement for that position before submission to the Committee, thereby determining applicants who will be screened and eligible for interviewing. The Search Committee Chair has the option to be involved in the minimum qualification screening process. If the need arises, OHR will consult with the Chair on matters of interpretation of minimum qualifications.

2. Review of Application: The review of application and resumes is done online on the District's employment site on an individual basis by each committee member.

3. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period has elapsed. At the

Orientation meeting, the Committee in consultation with the HR Specialist shall specify the time(s) and locations(s) when application materials shall be available. During the screening process, Committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidate must be kept in the Committee member's evaluation file, which will be maintained by the OHR.

4. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR.

5. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the Committee, and any member may attend to observe the process. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.

6. Interview Scheduling: The OHR shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving them at least five (5) calendar days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor.

SECTION VI: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.

2. Site: The Chair will inform the HR Specialist of any special interview needs. The Chair, in consultation with the HR Specialist, will make the arrangements for the interview location.

3. Set Time: Each applicant shall be afforded approximately the same maximum amount of time as other applicants for an interview.

4. Review of Interview Questions: The Committee will determine whether candidates will have the opportunity to review the interview questions 15 minutes in advance of their interview.

5. Writing Assignment: If the candidate is required to provide a writing assignment as part of the interview process, all efforts will be made to administer the writing assignment immediately prior to the interview.

6. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standards of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment, such as salary, benefits, or policy, must be referred to the OHR.

7. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job related criteria in a candid and thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job related criteria.

8. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. The Chair, in consultation with the HR Specialist, will verify and compile final scores for all candidates.

9. Recommendation and/or Selection of Finalists: After the conclusion of interviews, the Committee and the HR Specialist shall assemble a ranked list of candidates and their final scores.

   Using this list, the Committee will determine the lowest score to qualify as preliminary finalist for a second level interview (where a second level interview has been determined by the Committee and/or Executive to be necessary).

   The committee shall forward at least three (3) finalists for second level interview. However, if the Committee is unable to recommend at least three finalists for a second level interview, the Chancellor or appropriate Vice Chancellor (for District Classified Staff) or the College President (for College Classified Staff), in consultation with the

Chair and Vice Chancellor, may decide to proceed with fewer than three finalists, reopen recruitment, or terminate the process.

10. Search Reopened: The application process may be reopened when the Committee decides not to recommend a candidate to the Executive or the Executive decides not to forward a recommendation to the Board. The Executive has the authority to reopen a search.

SECTION VII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to or simultaneously with the submission of the recommended candidates to the Chancellor or College President for second-level interviews.

2. Required Professional References: Each applicant will be asked to provide at least three reference contacts who can address professional competencies and appropriate practical skills.

   If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional reference from the candidate.

3. Reference Contacts: The HR Specialist, in conjunction with the Chair, will conduct the reference checks and record the information on the appropriate OHR form. The HR Specialist will verify all data on the application. Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checkers(s) shall not provide to any reference any derogatory or confidential information about the finalist, and shall not provide any assessment of the quality of the finalist's qualifications.

SECTION VIII: OPTIONAL SECOND-LEVEL INTERVIEW

1. Interview: The Executive may interview the candidates alone and/or in conjunction with other persons as designated by the Executive. Such persons may vary from position to position. The Executive may introduce the candidates to different members of the district/college community, which may also vary by position. All such participants serve strictly advisory roles and do not vote on the candidates.

2. Consultation: The Executive may consult the Chair before and/or after the second-level interview.

3. Content: The Executive may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor must review any questions, exercises or other requirements prior to the interview to ensure compliance with district policies and state and federal laws and regulations.

4. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the Executive shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.

5. Second-level Interview Schedule: Finalists shall be given at least five (5) calendar days notice of the interview. However, if offered to them, candidates may consent to an expedited interview schedule without the five day notice to minimize travel or other inconvenience. This expedited schedule may be granted as a courtesy to candidates and does not signify that the candidate will be recommended as a finalist.

6. Termination of Search: After the completion of all second level interviews, the Executive may decide to stop the process, at which point the position would be reopened.

7. Second Level Reference Checks: Following candidate interviews, the Executive may make further job-related reference checks.

SECTION IX: CONFIRMATION PROCESS

1. Recommendation for Appointment: After the successful candidate has been selected the Office of Human Resources will extend the offer of employment and present to the Board of Trustees for ratification.

2. Background Checks: Consistent with applicable Federal and State law, and when job-related, after an offer of employment has been made, but prior to the commencement of employment, drug testing, TB testing, physical examinations and other background checks as required for the specific position will be initiated and completed by the OHR. Any required physical exams will be paid for by the District. All such background checks must be successfully completed prior to the start of employment. If a finalist fails to satisfy the OHR in regard to the result of any investigation, the OHR may revoke the offer of employment.