Cosumnes River College - Standard Operating Procedure
HIRING REGULAR CLASSIFIED STAFF

Responsible Division: VPA   (revised: 06/17)

Purpose: Identify procedures for hiring regular classified staff to provide consistency and ensure compliance with federal and state laws and regulations, district policies and regulations (Classified R-6122, 6133, 6134, Confidential R-9120, 9130), and bargaining unit agreements (LRCEA 14.3, SEIU 6.4.2, 6.5.3, LRSA 5.3.2-5.3.3).

Advertising a position

1. **Position authorization**: All vacant positions are evaluated by the dean, VPs and President before the position is posted to ensure that position is necessary. Once approved to be filled, VPA notifies the Hiring Manager (HM).
2. **Job description review**: HM reviews standard job description and if needed, discusses changes with VPA before advertising.
3. **Work schedule review**: HM emails VPA and VPA's Admin Assistant (VAA) with the proposed work schedule.
4. **Campus approval**: VAA updates the position in PeopleAdmin (PA) with work schedule and other position information and forwards to VPA, who reviews and submits approved job announcement to DO Human Resources (HR).
5. **District approval/posting**: HR and DO Fiscal Services (FS) reviews/approves and then advertises position for 15 workdays, then screens applicants for minimum qualifications. *Note: Expect approximately five weeks from when position is submitted to DO until the applicants are screened and released to campus.*

Preparing for screening/interviews

6. **Committee formation:** Once position is posted (or before), HM should form a diverse (gender, ethnicity, age, etc.) hiring committee, consisting of <u>at least</u>: the HM and/or Classified Supervisor (HM/S) if applicable, an Equity Representative (ER) <u>appointed by the Equity Officer (EO)</u>, and a classified representative from the unit (LRCEA, SEIU, LRSA) <u>with recommendation of the Classified Senate (CS) President</u>. HM/S e-mails CS with recommended unit member for appointment. Additional committee members may be added in addition to the minimum required if desired. If position interfaces with academic staff, the HM/S may ask the Academic Senate for a faculty appointment. The HM/S e-mails EO with list of committee members and recommended ER (from same bargaining unit as position) for approval. HM/S e-mails final list of members to VPA for final approval with cc to VAA. *Note: Committee should be formed in time to prepare for screening/interviews **before** advertisement closes; best applicants may find other employment if process is delayed.*
7. **Committee packets:** VAA prepares folders for committee members, including: job announcement; CRCs Cultural Competence Statement; and the LRCCD Shared Principles Document. ER folder also includes the P130 form. Chair folder also includes Summary of Interview Rankings form, P137, and P123. *Note: Copies of previous screening criteria and interview questions may be included as desired in the HM/S folder. These should only be distributed to committee as resources to assess the screening/interview process.*
8. **Screening criteria and interview questions**: When position is posted, VAA e-mails HM/S the *SOP-Hiring Regular Classified Staff*, *Screening Criteria Form, Screening Tally Form*, *Interview Questions Form* and *Summary of Interview Rankings Form*. Approximately <u>two weeks prior</u> to the position closing, the HM/S (committee Chair) convenes the hiring committee to develop screening criteria and interview questions and calendar dates to select candidates for interviews and conduct interviews. Screening criteria <u>must be based on the job announcement</u>, considering factors that are evident in the <u>required</u> documents and directly pertinent to the job description. The interview questions <u>must be based on official job description</u>, emphasizing the most important duties relevant to assignment. In addition to assessing cultural competence, interview questions may assess customer service, organization, multi-tasking, problem-solving, computer applications and/or other skills, knowledge and experience relevant to the job duties. The goal of the screening and interview process is to elevate the candidates who demonstrate – by their depth and breadth of experience, skills and abilities – the greatest capacity to perform the essential job duties, providing exceptional services and contributing to the diverse academic environment. If criteria or questions are weighted or multiple questions emphasize a particular experience or skillset, make sure that the overall point distribution fairly represents the broad range of experience, skills and abilities required of the position. The HM/S must ensure the appropriateness of the interview questions and screening criteria. HM/S e-mails the screening criteria and interview questions to VPA for approval with cc to VAA on the Screening Criteria Form, Interview Questions Form, and Summary of Interview Rankings Form sent by the VAA. *Note: complete this process prior to posting close date; allow time for changes to criteria/questions if needed after VPA review.*

Screening/Interviews/Selection

9. **Applicant pool**: HR e-mails VPA/VAA info to electronically access (in PA) applicants that meet the minimum qualifications based on

the collective bargaining agreement (CBA) requirements. When final screening criteria and interview questions are approved, VAA sends e-mail to committee members with info to begin online screening of applicants. **Do not print applications/documents;** VAA will provide apps/docs for candidates selected for interviews. HM/S must follow CBA process for internal applicants (as noted in HR screening instructions), which may give priority to lateral or promotional applicants from the unit. For example: LRCEA positions require that the top 5 voluntary transfers (LRCEA members at or above the salary placement of open position) are interviewed prior to the committee reviewing promotional and external applicants (Phase 1). If a transfer applicant is not initially selected by the committee, they may be rescreened with the remaining applicants, including promotional and external candidates (Phase 2). The top five internal (transfer and promotional) candidates shall be interviewed before external candidates. All interviews may be scheduled on the same or sequential days. Check SEIU and LRSA CBAs or Board Regs for Confidentials for differences in process related to these groups. *Note: If voluntary transfers result in two phases of interviews, different questions are required in the second phase.*

10. **Screening/Interview schedule**: Each committee member screens candidates online, and completes the *Screening Criteria Form* and *Screening Tally Form (recommended),* indicating yes, maybe or no (2, 1, 0 points on the *Tally Form*) regarding whether to interview each candidate. HM/S and ER combine individual *Tally Forms* and sort candidates in order of total points from highest to lowest. Committee meets to discuss and decide which candidates to interview based on cumulative screening results and establish interview schedule. HM/S sends Interview Form with names, date, location and interview schedule (arrival time, writing sample start/duration, question review start/duration, interview start/end times, breaks, etc.) to VAA, who coordinates with HR to schedule candidates. HR will email the appointment list to the VAA, who will forward to HM/S. HM/S returns member folders to VAA to update with interview forms.

11. **Interviews:** VAA will greet applicants if interviews are in the College Center. If held elsewhere, the HM/S must arrange for someone to greet the candidate and administer the timed written and question review periods as needed. Committee interviews each candidate; members confidentially and individually complete the candidate evaluation sheet with overall ranking of candidates. The HM/S and ER privately transcribe rankings onto "Summary of Interview Rankings" form, which is confidential; results are not shared with committee. HM/S may facilitate discussion of strengths/weaknesses of top candidates in alpha order without comparison of candidates. *Note: Breach of confidentiality of the committee rankings or other aspects of the hiring process may result in the entire process being voided at the VPA's discretion.*

12. **Second interviews (optional):** HM/S may conduct second level interviews as needed.

13. **Reference checks:** HM/S conducts reference checks using Form P123 (one form per reference). At least one reference check must be done, unless specifically waived by VPA.

14. **Candidate recommendation:** Once final recommendation is determined, the HM/S should complete form P137 indicating preferred start date. The ER should complete P130. The packets should then be forwarded to VAA in the following order: P137, P130, screening criteria forms, interview questions forms, summary of interview ranking form, writing exercises and the applications (alphabetically please).

15. **Candidate approval:** HM/S meets with the VPA and VPI/SS or President to discuss their recommendation.

16. **Notifications**: VPA forwards recommended candidate to HR (Director and Assistant, Classified Personnel) to make offer (contingent on DOJ clearance and physical if required). With VPA approval, HM/S may make offer to internal candidates. HR or HM/S notifies VPA of outcome. VPA e-mails the following people regarding final disposition of the position: Director of Classified HR, VAA, Tim Hixon, Barbara Perrault, President, President's AA, PIO, HM/S. The HM/S calls all internal district-wide applicants to notify them of the outcome. The HM/S should not discuss any details, just the final outcome. HR will also notify all candidates via e-mail regarding the outcome.

17. **Recruitment Closeout:** VAA keeps two copies of the application of the selected candidate – one for the CRC/VPA file and sends one copy to the HM/S. VAA forwards all documents, including all applications, reference check documents, screening criteria, interview questions, P130, P137, and P103A to Human Resources in one packet. VAA informs HR which applicants didn't show for a scheduled interview.

Employee Processing

18. **Employee clearance**: HR coordinates with employee for DOJ clearance and physical if needed.

19. **New employee processing**: HR contacts new hire for intake appointment once cleared and notifies VAA of final start date. VAA notifies HMS of the start date and prepare P103A for VPA signature. VAA forwards entire hiring packet to HR.

20. Work schedule calendar (9, 10, and 11 month employees): HMS sends a classified calendar if position is less than 100% FTE to VAA prior to the first day of employment to ensure employee is paid on time.

21. VAA schedules meeting between all new hires and VPA within two weeks of employment start.

22. VAA sends a "classified changes" memo to the entire campus each month outlining all permanent classified changes including new hires, transfers, promotions and retirements. Departments, if they choose, may also send information to their own departments about classified changes, but should leave global campus communication to the monthly "classified changes" memo.