

## Chapter 7 – Human Resources

### AP 7121 Recruitment and Hiring: Classified Employees

#### References:

Education Code Sections 87100 et seq., 87400, and 88003; Accreditation Standard III.A

#### Appointment and Assignment – Classified Employees:

Position descriptions for classified personnel shall be maintained in the Office of Human Resources.

#### Classified Employee Selection Procedures:

The following provisions are applicable to the filling of all non-management regular classified positions:

- A. Vacancy - A Request to Fill Form for (new position or replacement) approved and signed by the appropriate Vice President or the College President/CEO shall be submitted to the Office of Human Resources. Such request should be accompanied by a current job description for the position. The Vice President or College President/CEO will issue instructions to the Office of Human Resources regarding filling the open position after the position has been approved by Fiscal Services and President's Cabinet.
- B. Recruitment – It is the policy of the college that all vacancies for full-time and part-time positions be advertised in and out of the District unless business necessity (as defined in Title 5) is determined by the President/CEO. Job announcements will be prepared based on information contained in the job description and information provided by the hiring manager and distributed at the earliest possible date by the Office of Human Resources. Job announcements will be distributed to all work locations within a minimum of six working days prior to the deadline to apply. All positions will be advertised in local newspapers. The Vice President, Human Resources shall be responsible for determining how the position will be advertised.
- C. Application - The application form is the document by which standard information about each applicant is obtained. In addition to the standard form, a supplemental application form may be used to gather specialized job-related information for use in the screening process. All applicants shall submit completed application forms. Brief resumes and letter(s) of recommendation or other pertinent information (i.e., transcripts, typing certificates, licenses, etc.) as required may be included with application. All application materials shall be submitted to the Office of Human Resources and will become property of Mt. San Antonio College and will not be copied and/or returned. All application materials will be kept on file for three years.

- D. Examination - For designated classified positions, a job related examination may be required. The Office of Human Resources shall schedule and proctor the exam. Exam results will be compiled by the Office of Human Resources and applicants that pass the exam will be forwarded to the screening committee. Passing exam scores are valid for one year.
- E. Screening - For each classified position to be filled, the Office of Human Resources shall authorize the appointment of an advisory screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation. The committee shall be constituted as follows:
- Manager of position to be filled;
  - One classified staff within department appointed by hiring manager, if available;
  - One classified staff from another department selected by the appropriate CSEA unit; and
  - One member recommended by the Office of Human Resources Manager as non-voting EEO representative.

Using job-related criteria, the screening/interview committee will paper screen all applicants to determine a reasonable number to interview.

- F. Interviews - After the committee has screened the applicants down to a reasonable number for interviewing, the Office of Human Resources will make the necessary arrangements for all interviews. The established College interview procedures shall be used in all interviews. Interview questions and writing assignments are developed by the hiring manager with assistance from an Office of Human Resources representative. The interview questions and writing assignments are designed to solicit job-related information relative to the skills, attitudes, and knowledge of the applicants. Interview questions and writing assignments will be approved by the Chief Human Resources Officer. The Office of Human Resources will make the necessary arrangements for all interviews. The time frame for notification should be sufficient to allow applicants time to make necessary arrangements.

The advisory screening and interview committee will be notified of the time and place of the interview by the Office of Human Resources. A representative of the Office of Human Resources or the EEO Representative, with assistance from the hiring manager will moderate the advisory screening and interview committee. The Office of Human Resources representative or the EEO Representative will be available during the interview for any questions or concerns. Members of the advisory screening and interview committee have the professional responsibility of maintaining the confidentiality of all discussions, recommendations, evaluations, rating, and decisions of the committee.

Committee members are prohibited from providing letters of recommendations or being used as a reference for applicants applying for the position(s) for which they are serving as members. In the event that a committee member provided a letter prior to being selected as a committee member, the committee member may elect to remove themselves from the committee or the Office of Human Resources will remove such letter and notify the applicant.

- G. Recommendation - It will be the committee's task to evaluate and rate the applicants using the established forms and procedures, and subsequently recommend the top applicants for final consideration by the manager. The appropriate manager will have the responsibility and authority for final selection. The manager will conduct reference checks on each finalist

on a form provided by the Office of Human Resources. The manager will review his/her recommendations with his/her immediate supervisor and have the option to hold final interviews.

When the selection is made, all materials will be collected and turned over to the Office of Human Resources representative. It shall be the authority and responsibility of the Office of Human Resources to notify all applicants regarding the selection decisions.

- H. Board Approval - The College President's/CEO's Office will submit the selected applicant's name to the Board of Trustees for final approval.
- I. Equal Opportunity - Mt. San Antonio College is committed to the concept and promotion of equal employment opportunities without regard to race, age, sex, color, religion, national origin, marital status, disability, medical condition (cancer-related), sexual orientation, or Vietnam Era Veteran Status.
- J. Recruiting, screening, interview, evaluation and rating procedures and selection procedures may not be modified without approval of the Chief Human Resources Officer.

#### **Identification Badges:**

Upon employment, all classified employees within the following departments, excluding clerical employees, shall be issued and wear when on duty an official Mt. SAC identification badge: Instructional Media, Farm, Grounds, Maintenance, Custodial, Warehouse and Information Technology.

#### **Loyalty Oath:**

Personnel authorized to administer loyalty oaths for employment shall be approved by the Vice President, Human Resources. The record of such personnel shall be on file in the Office of Human Resources.

#### **College Duties and Responsibilities:**

Classified employees shall familiarize themselves with their College duties and provisions of the handbooks, Board Policies, Administrative Procedures and respective collective bargaining agreements.

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