

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

Preamble

Mt. San Antonio College will be inclusive of equity and ethnic diversity when hiring qualified classified employees. The College's mission and goals, strategic planning documents, regional and national accreditation standards, and the College's Equal Employment Opportunity Plan will guide and inform this process.

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:

The Mt. San Antonio Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive plan to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, gender identity, gender expression, genetic information, disability, ancestry, sexual orientation, marital status, military and veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will strive to achieve a workforce that is welcoming to all persons to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained and reviewed on regular basis to ensure the implementation of equal employment opportunity principles that conform to federal and state laws

- 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 verified by Fiscal Services and approved by 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.~~ **It is the policy of the College that all vacancies for full-time positions be advertised in and out of the District unless a reduction in force, a reorganization, or business necessity is determined by the College 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 shall include the College's statement on their commitment to diversity and equity and shall also include student and employee demographics.** Job announcements will be distributed **electronically and/or** to all work locations within a ~~minimum of six working days prior to the deadline to apply.~~ **two working days after the posting of the position.** ~~The Vice President, Human Resources shall be responsible for determining how the position will be advertised.~~ **All positions will be advertised in accordance with the EEO Plan.**
- 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 A resumes, cover letter, and letter(s) of recommendation, **a complete and thorough response to the diversity and equity supplemental questions,** or and other pertinent information (i.e., transcripts, typing certificates, licenses) ~~as required~~ may be included with the application, **as required.** 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.

Applications submitted by the initial screening deadline of the job posting shall be reviewed for complete documentation and screened for minimum qualifications by Human Resources.

- 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.~~
- D Training for Screening and Selection Committee Members – Persons serving on a screening and selection committee will be required to participate in EEO screening and selection committee training session within two calendar years of the appointment on a committee. Individuals who have not received this training will not be allowed to serve on screening and selection committees. Screening and selection committees cannot meet for orientation until all committee members have been appointed and have participated in EEO screening and selection committee training session.**

Screening and selection committee members who do not complete tasks assigned

to the committee or who fail to participate in scheduled meetings will be removed from the committee.

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

- E. Equal Employment Opportunity (EEO) Representatives – EEO Representatives are required to have received specific training in the role of an EEO Representative within two calendar years of the appointment on a committee. EEO Representatives are required to participate in and monitor all phases of the recruitment process, including final interviews. EEO Representatives shall not be under the supervision of the area administrator or committee chair.**

Human Resources is responsible for providing the EEO screening and selection committee training. The Campus Equity and Diversity Committee will conduct periodic reviews of the training programs.

Any organization or individual acting on behalf of the District, with regard to the recruitment and screening of personnel, is an agent of the District, and thereby, subject to the requirements, stipulations, and provisions of this the EEO plan.

District employees are trained by Human Resources to assist screening and selection committees in ensuring that all applicants receive fair and equitable treatment and to advise on matters related to compliance with Title 5 EEO Regulations. EEO Representatives provide guidelines and instructions regarding equal employment opportunity, and they attend all meetings of the screening and selection committee to ensure that equal employment opportunity principles are applied at each step in the screening and selection processes. EEO Representatives should be individuals who will most likely be viewed by all committee members and applicants as neutral, free of personal motivations and conflicts of interests, and reasonably free from influence in relation to the particular vacant position. EEO Representatives are non-voting members of the screening and selection Committees and are appointed by Human Resources.

- F. Screening and Selection Committee Process** - For each classified position to be filled, the Office of **Deputy Director**, Human Resources **or designee** shall authorize the appointment of an advisory screening and interview **selection committee inclusive of campus organizational units**, making every effort to achieve a balanced pool of gender and ethnic representation and inclusive of campus organizational units. **Hiring managers are required to provide Human Resources with one Classified member from their department to serve on another Screening and Selection Committee as assigned by CSEA. Screening and selection committees shall include a diverse membership, within the limits allowed by California Community College Chancellor's Office, to ensure a variety of perspectives to assess applicants' qualifications. The committee shall be diverse and will foster equity-enriched practices by establishing a diverse Committee membership with regard to ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, marital status, economic status, military and veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of**

these actual or perceived characteristics make every effort to achieve a balanced pool of gender and ethnic representation. The committee shall provide the Deputy Director, Human Resources or designee with a written statement indicating how their committee is diverse. The committee shall be constituted as follows:

- Manager of position to be filled, or management designee;
- One classified staff within ~~the~~ department appointed by hiring manager, if available;
- One classified staff ~~from another department~~ selected by the appropriate CSEA unit;
- Optional: One ~~Additional member as appointed by the College President/CEO recommended by the committee to the College President/CEO for approval~~; and
- One member ~~recommended~~ appointed by the Office of Human Resources as non-voting EEO representative.

The Deputy Director, Human Resources or designee, will approve the makeup of each Screening and Selection Committee. In the case where the Deputy Director, Human Resources has not affirmed the initially proposed composition of the Screening and Selection Committee, the Deputy Director shall work with the applicable constituent group(s) to remedy the composition of the committee in accordance with EEO guidelines and applicable provisions of the District's administrative procedures.

F.G. Applicant Screening - All screening and interview materials (screening criteria, interview questions, writing assignments, presentations, etc.) are developed by the screening and selection committee with assistance, as needed, from the Office of Human Resources and are designed to solicit job-related information pertaining to the skills, attitudes, and knowledge of the applicants.

The Office of Human Resources shall review the aggregate data, and if the pool is not diverse, Human Resources shall extend the recruitment posting and advertise to draw more diversity. Human Resources shall provide a written explanation for the extension. Human Resources shall provide the Screening and Selection Committee with aggregate demographic data for the applicants who meet minimum qualifications as part of their consideration for the Committee's overall review. The Screening Committee shall include at least one diversity and one equity minded screening criteria as part of their evaluation for each applicant. Screening and Selection Committee members should reference the application for answers to the supplemental questions on diversity and equity mindedness to evaluate the screening criteria. Screening and Selection Committees may also reference other sections of the application packet as part of their evaluation on diversity and equity mindedness.

All screening materials must be approved by the Deputy Director, Human Resources or designee for compliance with equal employment opportunity laws and principles. All screening or selection techniques will:

- a) Ensure that meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse backgrounds of community college students, including: ethnic group identification, race, color, national origin, religion, age, gender, gender identity, gender expression, genetic information, disability, ancestry, sexual

orientation, marital status, military and veteran status, and medical condition.

- b) Ensure that meaningful consideration is given to the extent to which applicants demonstrate knowledge of multi-culturalism, of training in cultural proficiency, and the history and culture of underrepresented groups and groups that have experienced discrimination in ways relevant to the specific position;
- c) Be based solely on job-related criteria; and
- d) Be monitored by means consistent with this section to detect and address adverse impact which does occur for any protected group.

Through the screening process, the screening and selection committee will select a group of candidates, making every effort to achieve a balanced pool of gender and ethnic representation.

Recruiting, screening, interview, evaluation, and rating procedures and selection procedures may not be modified without approval by the Deputy Director, Human Resources or designee.

H. Interviews - After the screening and selection committee has screened ~~reviewed,~~ evaluated, and determined the applicants down to a reasonable number for interviewing, moving forward for interviews, the Office of Human Resources will make the necessary arrangements for all interviews. The Office of Human Resources shall review the aggregate data of the applicant pool submitted by the Screening and Selection Committee. If the pool is not diverse, Human Resources shall discuss with the Screening and Selection Committee options to include additional diverse applicants for interviews. The established College interview procedures shall be used in all interviews. Interview questions and ~~writing~~ related interview assignments are developed by the hiring manager ~~screening and selection committee~~ with assistance from an Office of Human Resources representative. The interview questions and ~~writing~~ related interview assignments are designed to solicit job-related information relative to the skills, attitudes, and knowledge of the applicants. Interview questions should be developed to assess the applicant's understanding of and commitment to diversity, equity mindedness, and their level of cultural proficiency, specifically interview questions addressing an applicant's soft skills (i.e. effective communication skills, teamwork, dependability, adaptability, conflict resolution, flexibility, leadership, problem-solving). Interview questions and ~~writing~~ related interview assignments will be approved by the Chief Human Resources Officer Deputy Director, Human Resources or designee. ~~The Office of Human Resources will make the necessary arrangements for all interviews.~~ The time frame for notification should be sufficient at least 14 calendar days to allow applicants time to make necessary arrangements.

The advisory screening and ~~interview~~ selection 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 hiring manager, with assistance from a representative of the Office of Human Resources or the EEO Representative, will moderate the screening and selection 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 selection 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 may provide 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.~~ **Committee members who write letters of recommendations shall not discuss the contents of their letter with other Committee members.**

- G.I. **Final 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. **It will be the committee's task to recommend two or more applicants for interview by the appropriate administrator and their designee(s). A recommendation of fewer than two candidates must be accompanied by a written explanation from the hiring manager or designee. The hiring manager from first level interviews may participate at second level interviews along with a secondary administrator/manager.** The appropriate **secondary administrator/manager** will have the responsibility and authority for final selection. **The EEO representative shall participate in all final interviews. The EEO Representative shall not be under the supervision of the secondary administrator/manager. The Office of Human Resources shall provide the Final Interview Committee with aggregate demographic data for the applicants who were selected for final interviews.**

~~manager will conduct reference checks on each finalist on a form provided by the Office of Human Resources.~~

- J. **Reference Check** – The hiring manager or designee will conduct reference checks on each finalist on a form provided by the Office of Human Resources. Reference checks must include at least one question addressing diversity and equity. The manager will review his/her recommendations with his/her immediate supervisor and have the option to hold final interviews. **Reference checks shall be completed prior to final interviews or approval from Human Resources, prior to an offer of employment is made to the finalist.**

- K. **Record Collection** – When the selection is made, **offer of employment has been made by the administrator/manager and accepted by finalist(s), all recruitment materials** will be collected and turned over to the Office of Human Resources representative. **Hiring administrator/manager shall defer the finalist to Human Resources for salary discussions. All salary range and step placement shall be handled by Human Resources in accordance with state and federal requirements.** It shall be the authority and responsibility of the Office of Human Resources to notify all applicants regarding the selection decisions.

All recruitment records shall be maintained in the Office of Human Resources for a period of 3 years (or as indicated by current State/Federal laws) after the closing of the recruitment.

H. L. Board Approval - The College President's/CEO's Office will submit the selected applicant's name to the Board of Trustees for final approval. **In the event that the College President/CEO decides to not recommend any of the final candidates to the Board of Trustees, they shall inform the committee. In such case, the committee will reconvene to determine if it will recommend two or more additional candidates from the interview list, recommend additional applicants for interview, or recommend recruitment for additional applicants.**

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~~

~~The District will strive to achieve a workforce that is welcoming to all persons to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained and reviewed on regular basis to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.~~

~~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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