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| Policy Change | <input checked="" type="checkbox"/> | Constituency Group Review | <input checked="" type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Policy | <input type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| New Procedure | <input type="checkbox"/> | Board 2 nd Reading | <input type="checkbox"/> |

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments: Updated references and suggest HR review procedure
Referred to: **Edited:**

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Yosemite Community College District Policies and Administrative Procedures

No. 7120

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Policy

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7120 Recruitment and Hiring

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The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

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- An equal employment opportunity plan shall be implemented according to Title 5 **and YCCD Policy 3420.**
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

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The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and **Administrative** Procedures regarding the Academic Senate’s role in local decision making.

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The criteria and procedures for hiring classified employees shall reflect job-related selection criteria.

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Reference:

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Education Code Section **70901.2**, [70902\(b\)\(7\) &\(d\)](#), and [87100 et seq.](#); **Title 5 Sections 53000, et seq. and 51023.5**; Accreditation Standard III.A.1

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Adopted: June 28, 2004

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Administrative Procedure

7120 Recruitment and Hiring

Applicants for classified positions in the Yosemite Community College District shall secure application forms from the District Human Resources Office and, when completed, return them to that office. Due to geographic considerations, procedural modifications may be made for Columbia College vacancies, subject to approval by the Vice Chancellor for Human Resources.

When a vacancy occurs or when a new regular position is established, the department head shall request, through administrative channels, to the Human Resources Office that the position be filled.

I. Competitive Selection Procedures

- A. A committee consisting of at least three (3) members, familiar with the duties and qualifications of the vacant position, shall be designated by the department head for the purpose of screening applications, interviewing applicants, and identifying the best qualified candidates. The department head may interview finalists for the position and recommend appointment.
- B. Screening committees will include female and ethnic minority representation whenever possible. Committee composition will be reviewed for approval by the Vice Chancellor of Human Resources or designee prior to the start of the screening process. Committee composition may be modified accordingly.
- C. The candidate selected will be recommended to the President or Vice Chancellor by the appropriate department head. The recommended appointment will be reviewed by the Vice Chancellor for Human Resources, who will submit their recommendations to the Chancellor. Official offers of employment will be made by the Human Resources Office following approval by the Chancellor.
- D. A candidate will not be recommended to the Board of Trustees until his/her application is on file with the Human Resources Office and his/her references have been contacted to verify experience and performance.
- E. All processing required for employment shall normally be completed prior to completion of the first week of employment. No new employee shall report for the first day of work without having obtained clearance (formal offer) from the Human Resources Office.

Reference:

Education Code Sections [87100 et seq.](#); [87400](#); [88003](#); Accreditation Standard [III.A.1](#)

Procedure Last Revised: June 13, 2007