



CLASSIFIED HIRING PROCESS

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.

The administration, faculty, and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding employees who will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified and confidential staff, and administrators is accomplished through screening committees which produce a recommendation from the President or other appropriate administrators, to the Chancellor who recommends the candidate to the Board for employment.

All Substitute, Short-Term, Student Workers, Adjunct Faculty, Classified, Classified Management, Academic, and Academic Management positions being requested to be filled in the District must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee and the Board of Trustees prior to the start of employment with the District.

Hiring Qualifications For All Classified Positions:

The San Bernardino Community College District has established the following hiring qualifications for all classified positions:

Employment Testing

1. The Office of Human Resources will administer skills testing to all applicants for classified positions requiring job-related skills proficiency. The Director of Human Resources will select the appropriate testing instruments for those positions that require skills testing. Objective criteria will be used to establish performance levels or capabilities measured by employment tests. Testing instruments will be evaluated periodically for currency and relevancy.
2. Any test or skill demonstration must be administered to the candidates in a consistent manner. An individual who has a known disability, which prevents them from taking the test or performing the skill demonstration, may request accommodation. Reasonable accommodations may include, but are not limited to, use of adaptive equipment or aids,

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modification of the methods for providing instructions, or substitution of another method for evaluating the knowledge, skills and abilities.

3. Only those that pass the employment tests will be included in the Qualified Applicant Pool.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill new or vacant positions must be processed through the appropriate *site administrator* **Hiring Manager**, College, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee.

B. Online Employment Application Process

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

The Hiring Manager will utilize the Online Application System to:

1. Create and submit **Personnel Requisition Form** ~~requisitions~~ to the Office of Human Resources.
2. View **the list of** Applicants ~~to postings~~.
3. Notify the Office of Human Resources regarding the status of each applicant.

C. Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

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D. Job Announcements

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. ~~All job specifications including any desired qualifications beyond the minimum requirements~~ which the District wishes to utilize shall be reviewed ***by this the Hiring Manager and the Office of Human Resources*** before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the Hiring Manager and the Office of Human Resources ***and must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee.***

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum Qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. *Title 5, Title VII, EEO and ADA*).

E. Screening Process

~~Before the screening process begins, the Office of Human Resources will screen and analyze the resulting pool of qualified applicants.~~ The Office of Human Resources will pre-screen the applications and certify the "qualified" pool of applicants.

If the qualified applicant pool is deemed acceptable and the minimum requirements have been met, the Office of Human Resources will forward the Qualified Applicant Pool to the Hiring Manager to begin the screening process.

F. The Screening Committee

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1. The Hiring Manager in consultation with the Office of Human Resources will determine the Screening Committee membership. The Screening Committee for Classified positions shall have no less than three (3) and no more than **nine (9)** ~~seven (7)~~ members who have been trained by the Office of Human Resources.

All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources. ~~It is the responsibility of the Hiring Manager to insure that each member receives the required training on (1) Screening Process; (2) Role of the Screening Committee; and (3) Confidentiality.~~

2. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
3. Every Screening Committee shall have at least one management member and one Classified Senate appointee; and when appropriate, an appointee from the Academic Senate.
4. The EEO representative's ~~will serve as the Chair of the Screening Committee~~ **role and responsibility** is to maintain confidentiality and ensure the hiring process remains fair and equitable.
5. ~~The Screening Committee should include a majority of the membership from outside the affected department.~~
6. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
7. The ~~Direct Supervisor~~ **Hiring Manager of the vacant position** Hiring Manager submits the membership of the Screening Committee to the Office of Human Resources for approval.

G. Interview Process

1. ~~The Hiring Manager in consultation with the Office of Human Resources shall determine which candidates from the Qualified Applicant Pool will be invited for interviews.~~

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2. ~~No less than three (3) candidates will be invited for interview.~~ In cases where fewer than three (3) candidates are invited for 1st level interview, the ***Committee Chair*** ~~Hiring Manager~~ shall provide written justification to the Office of Human Resources.
3. The screening committee develops ~~The Office of Human Resources will work with the Hiring Manager to create~~ job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or Designee. All interview questions are confidential.
4. ***The Screening Committee will determine the candidates, date, time, to interview based on the timetable of process parameters.***
5. The Office of Human Resources will ***contact*** ~~arrange and communicate with~~ the candidates to be interviewed. The Hiring Manager will coordinate the arrangements for the time and place of the interview.
6. The 1st level interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
7. All Screening Committee members must sign a Confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
8. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation, unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.
9. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate and rank the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. ***The Screening Committee will identify strengths and concerns of all candidates advancing to the next level.***
10. The ***Direct Supervisor*** ~~Hiring Managers shall not~~ ***may*** participate on the 1st level interviews based ***on the recommendation of the Site Administrator.*** In unique situations where the only representative of the affected department is the ***Direct Supervisor*** ~~Hiring Manager~~, the Office of Human Resources will assess the particular circumstance.
11. The Screening Committee will recommend at least three (3) candidates to the Hiring Manager for 2nd level interviews. The Screening Committee shall recommend no less

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than three (3); unless fewer were interviewed or unless the Screening Committee presents written justification for submitting fewer than three (3) for 2nd level interview.

12. Second-level interviews will be conducted on all finalists by the *Site Administrator or Designee, and the Committee Chair from the 1st level.* ~~or the Chancellor/designee.~~ College President or Designee with the EEO representative present.
13. The Office of Human Resources will communicate with the finalists to be interviewed at 2nd level and arrange for the time and place for the interview, as determined by the Site Administrator ~~College President or Designee.~~

H. Selection Process

The ~~College President~~ Site Administrator or Designee shall select one of the finalists, who in his/her opinion is most qualified to fill the position and shall recommend such person to the Chancellor.

The ~~College President~~ Site Administrator or Designee will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

I. Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has been hired and approved by the Board of Trustees, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection.