

**SECTION IV
CLASSIFIED STAFF
EMPLOYMENT POLICY
AND
HIRING PROCEDURES**

FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT

CLASSIFIED STAFF

EMPLOYMENT POLICY AND HIRING PROCEDURES

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

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

Hiring faculty, classified staff, and administrators is accomplished through search and selection committees which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

Hiring Qualifications

The Foothill – De Anza Community College District has established the following hiring qualifications for all classified staff positions:

1. Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students.
2. Education and experience as well as skills, knowledge, and abilities as identified in the approved Classification Description for the position.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

Establishing the Position

1. Classified staff positions are identified by a process established by each College and Central Services.

2. Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process.

Position Announcement

1. The position announcement is developed by the appropriate administrators in consultation with the Classification Specialist and Employment Services.
 - The Position Announcement describes the specific position and outlines requirements of skill, knowledge, and ability unique to the position.
 - Administrators who seek to change minimum education and experience requirements must consult the Classification Specialist to determine if such changes impact the level of classification.
2. The position announcement must include the following:
 - A description of the position duties and responsibilities
 - Minimum Qualifications
 - a. A statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understanding of and have respect for the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students. The announcement should include a requirement that all applicants explain or submit written materials that provide evidence of such understanding and commitment to diversity.
 - b. Educational and experience requirements as determined by the classification. Additional desirable qualifications that are job related and support the responsibilities of the position should be included.
 - c. Legal qualifiers, established by Human Resources to comply with federal, state, and District regulations.
 - The position announcement may also include preferred qualifications that reflect education, experience, and expertise that would enhance an applicant's ability to meet the unique requirements and responsibilities of the position and the needs of a diverse student population. Preferred qualifications must be reviewed by the Vice Chancellor of Human Resources and Equal Opportunity of his/her designee to insure that they will not adversely affect the applicant pool.

SEARCH COMMITTEE

Membership

Search Committees for classified positions will be established and convened by the appropriate College or District administrator or his/her designee. Classified staff, faculty, administrators, and students, when appropriate, may serve on the Committee. The Committee must have at least three members: the chair, a representative from the bargaining unit in which the position resides (SEIU, CSEA or Teamsters), and an Equal Opportunity Representative. The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position, which may include another employee from the same classification.

- The supervising administrator normally services as chair of the committee.
- An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the College diversity office (the Diversity Coordinator at De Anza College, the Dean of Faculty and Staff at Foothill College, and the Vice Chancellor of Human Resources and Equal Opportunity in the District Office). If the College diversity office is unable to assign a Representative, one may be appointed by the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee.
- For SEIU and Teamster positions, a representative from the bargaining unit who is not an employee in the same department/program will be appointed by an officer of the union. Unless otherwise directed, the Committee Chair contacts the Chief Steward at De Anza, Foothill, or Central Services to appoint a representative from that location (if unavailable, contact the Chapter Chair).
- For CSEA positions, the Committee chair contacts the President of the union.

The same employee may not serve dual roles on the committee as bargaining unit representative and Equal Opportunity representative.

If faculty are asked to serve, the administrator shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate.

Every effort must be made to incorporate broad representation on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications.

The Search Committee should normally have no more than seven (7) members for SEIU positions or four (4) members for CSEA positions.

TRAINING

All faculty, staff, and administrators involved in hiring classified staff must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by Human Resources personnel at the first meeting of the Committee. It is the responsibility of the Chair to insure that each Committee member receives the required training that includes:

- Review of District Diversity Vision Statement
- Discussion of District commitment to equal opportunity, diversity, and student success
- The search and selection process
- Role of the Search Committee
- Role of the Selection Committee
- Development of screening criteria
- Writing effective interview questions
- Cultural diversity in the interview process
- Role of the Equal Opportunity Representative
- Reference checking
- Confidentiality

Responsibilities

The Search Committee has the following responsibilities:

1. Review the position announcement.
2. Identify screening criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
3. Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District.
4. Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. When appropriate such demonstrations should reflect the candidate's ability to work effectively in a diverse community college environment.
5. Screen all applications to select candidates for interview. Permanent employees of the District who meet minimum qualifications shall be granted an interview by the Search Committee. The Union representative on the committee shall monitor the inclusion of internal candidates who meet the minimum qualifications.

6. Establish an interview schedule that accommodates all committee members' schedules including the Equal Opportunity Representative.
7. Interview all selected candidates using only the questions previously agreed upon by the committee members. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria, if they are not in violation of equal opportunity guidelines, and if they do not unnecessarily prolong the interview.
8. Recommend a candidate for selection to the appropriate administrator.
9. Maintain confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Search Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix B.

REFERENCE CHECKS

Reference checks are made by the appropriate administrator upon the recommendation of the selected candidate by the Committee.

Selection

If not serving as Chair, the appropriate administrator shall meet with the Search Committee to review the Committee's recommendation. The administrator may act upon the Committee's recommendation to select a candidate. In the unusual event that the administrator disagrees or requires additional information, the administrator may choose to invite some candidates to a second interview. Second interview procedures are contained in Appendix A.

PROCESS

Recruitment and Advertising

Classified staff positions are advertised for a minimum of three (3) weeks. Where adequate pools of qualified candidates has been demonstrated by strong applicant response is shorter time periods for a particular position or discipline, the posting period may be reduced with the approval of the President and the Vice Chancellor of Human Resources and Equal Opportunity.

Recruitment and advertising strategies are intended to result in a strong pool of candidates that are both diverse and qualified. To that end, position announcements are provided to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants and to organizations committed to serving underrepresented candidates.

In addition, position announcements are posted to online recruitment sites identified as part of "core advertising" strategies, and are advertised locally and in professional journals and related publications when appropriate, and on other Internet sites as recommended by the administrator. Department/program faculty, administrators, and classified staff are also encouraged to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.

Applications

Employment Services accepts applications and supplemental materials until 11:59 PM on the closing date, unless specified otherwise on the job announcement. The application period may be extended at any time by approval of the Search Committee, hiring administrator or Vice Chancellor of Human Resources.

Employment Services will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which goal development and reporting are required). After the pool is approved, all complete online applications will be forwarded to the Search Committee for screening.

SCREENING

Screening criteria and interview questions must be completed and approved by the Equal Opportunity Representative before the Search Committee can access the applications. Screening criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on an appropriate screening form that must be used by each member of the Committee. Each committee member must participate in the screening process.

The Committee selects applicants to interview who will best meet the needs of the students, the division, and the College. Committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates. Permanent employees of the District who meet minimum qualifications shall be granted an interview by the Search Committee.

The Equal Opportunity Representative reviews the pool selected for interview to ensure that no screening or selection criteria has adversely affected any monitored group. The Equal Opportunity Representative may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding.

Interviews

Interviews are scheduled by the Chair of the Search Committee. Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.

All members of the Search Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee. If the Committee member is to be replaced with a faculty employee, the appointment must be confirmed by the Academic Senate.

Each member of the Committee documents the interview evaluation in a format agreed upon by the Committee.

After interviews are completed, members of the Search Committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population.

If the Search Committee is not satisfied with the interviewed candidates, the Committee may:

- Review the applicant pool to ensure that qualified applicants have not been overlooked;
- If applicable, request to have additional complete applications that have been submitted since the first review date forwarded for screening;
- Request that Employment Services contact applicants with incomplete applications to request the missing application materials; or
- Extend or re-open the search.

The Search Committee recommends a selected candidate(s) to the hiring administrator.

The Equal Opportunity Representative reviews the selected candidate(s) to determine whether any selection criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the committee Chair, the diversity coordinator and the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee to determine whether additional steps should be taken to ensure equal employment opportunity.

The Search Committee Chair returns all the screening and interview forms and all other non-finalist application materials to Employment Services.

Reference Checking

Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence within the committee.

FINAL SELECTION

The appropriate administrator will make the final decision on the candidates and notify Human Resources to forward the selection to the Board of Trustees for approval.

The administrator may extend an offer of employment to the selected candidate pending approval by the Board of Trustees. When candidates begin employment prior to Board approval they must be clearly informed that continued employment is contingent on Board approval.

Approved by the Chancellor's Advisory Council February 20, 1998

Revised August 23, 2004

APPENDIX A
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SECOND INTERVIEW

If second interviews are conducted, the Equal Opportunity Representative and the bargaining unit representative must be present. Other members of the search committee may also attend if invited by the administrator.

Second Interview Process

1. The administrator will develop a series of questions for the interview, which will be reviewed by the Equal Opportunity Representative and the bargaining unit representative.
2. Second interview committee members will participate at the administrators' direction in the finalists' interviews to evaluate and validate qualifications of each candidate and his or her strengths in meeting the challenges of the position and the needs of a diverse student population.
3. Candidates will be evaluated in an open and collaborative discussion. Before a final decision is reached, the Equal Employment Representative will review the process to verify that the principles of equal employment opportunity were honored throughout the process.

If the administrator and the committee members do not reach consensus, the administrator may:

1. Request that the Committee members review the applicant and interview pool for additional candidates;
2. Re-open the search; or
3. Select one of the finalists.

APPENDIX B

CLASSIFIED STAFF

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GUIDING PRINCIPLES

SEARCH AND SELECTION COMMITTEE MEMBERS

Each committee member agrees to act in the best interest of the College and the District in selecting a candidate who best meets the needs of the diverse students we serve.

Each committee member understands that search and selection is a confidential process subject to laws and regulations on privacy and access (Title 5, California Code of Regulations, Section 53023(a); California Government Code, Section 6254).

Specifically, each member agrees not to discuss or in any way release information to any non-authorized person regarding:

1. Written materials turned in by the applicant or evaluations made by the committee members about applicants;
2. Oral discussions by or about applicants or committee members during or following the interview process; and
3. Any other information that relates to the search and selection process including the names of applicants.

Each committee member agrees if approached by any non-authorized person to discuss any of the above, the member is to refer the individual to Human Resources.

Each committee member understands that failure to maintain confidentiality will not only jeopardize the search and selection process but also could result in violation of Federal or State regulations and incur liability on behalf of the District. It is also understood that even the perception that confidentiality has been breached may jeopardize the hiring process. Therefore, each committee member agrees to call to the attention of the Vice Chancellor of Human Resources and Equal Opportunity, any action which might be interpreted as a breach of confidentiality.

Each committee member agrees to comply with Equal Opportunity policies and procedures assuring compliance with the hiring process as outlined in the District's hiring policy and procedures.

Each committee member agrees to operate in an objective and unbiased manner throughout the process and understands that any compromise in objectivity or demonstration of unlawful bias may threaten the process.

Each committee member understands that the process may be stopped at any time based on perceived discrimination against one or more candidates, or if deviation from District procedures has occurred.