



## **PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY**

**Title:** Classified Hiring Policy

**Policy No. 6200**

**Legal Authority:** California Education Code Sections

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**It is the policy of the Pasadena Area Community College District** that classified hiring procedures be established to provide for a diverse group of highly qualified classified personnel who will be skilled in their areas, who will serve the needs of a varied student population, who will foster overall College effectiveness, and who will be sensitive to racial and cultural diversity, and to changes in the demographics of the Pasadena Area Community College District.

The governing Board of the District has the legal authority to make the final decision to hire.

<p style="text-align: center;"><b>PASADENA AREA COMMUNITY COLLEGE DISTRICT PROCEDURES For Policy No. 6200</b></p>
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**Title: Classified Hiring**

**Procedure No. 6200.10**

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These procedures apply to hiring all full-time classified personnel, except classified managers and supervisors. Hiring of classified managers and supervisors is regulated by the *Management Hiring Policy and Procedures*. In all steps of this procedure, participants are required to maintain the confidentiality of all discussions and materials involved in the process. If any classified bargaining unit does not agree to a memorandum of understanding under SB 235, permitting the Classified Senate to participate in making appointments to hiring committees, as stated in these procedures, there will not be classified employee appointments to hiring committees for vacancies in that bargaining unit, unless and until an agreement to the contrary is reached with the applicable bargaining unit.

**1. Preliminary Steps**

- a. Recruitment - Upon receipt of written approval to fill a classified position, a job announcement is developed. This job announcement must run for a minimum of two weeks. A longer period of time will be allotted if the dean of Human Resources decides it is necessary. Classified positions will be advertised in appropriate publications and/or using appropriate electronic media and/or by other means.
- b. Application – The Pasadena City College Classified Application form is the device by which standard information about each applicant is obtained. In addition to the standard form, a supplemental application form may be used for certain positions 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 may be included with the application. All applications shall be submitted to Human Resources and are kept on file for two years.
- c. Consideration of Transfer Requests - In considering requests from ISSU and Confidential employees, the provisions of the ISSU-District contract will be followed.

**2. Selecting the First-Level Hiring Committee**

- a. The chair of the hiring committee is either the person who directly supervises the position where the vacancy exists or a manager or supervisor designated by him/her. Except as otherwise specifically stated below, the chair convenes the hiring committee.
- b. All first-level hiring committees shall have a minimum of five voting members, and one nonvoting Equal Employment Opportunity Representative, as follows:
  - (1) The chair of the hiring committee.
  - (2) At least two classified employees who work in the same area (that is the area directly supervised by the same person who directly supervises the vacant position) appointed as indicated below. If fewer than two employees, besides the vacant position, work in the area, the chair will request that members be appointed from the Vice Presidential area in which the vacant position is found. To the extent possible, at least one of the appointees shall be a person in the same job title as the vacant position.
    - a. For one of these two classified committee members, the relevant union or spokesperson for an unrepresented group will recommend two potential members, who have not served on a hiring committee within the last six months, from whom the chair will appoint one.
    - b. For the second of these two classified committee members, the relevant union or spokesperson for an unrepresented group will recommend an additional two potential members, who have not served on a hiring committee within the last six months, and the Classified Senate will appoint one.

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- (1) One of the recommended potential members in a, or b, above may be an individual outside the college with appropriate expertise if the union has verified the availability of the individual for service on the committee.
        - c. If the relevant union does not recommend potential members within 5 (five) working days, the chair may request that the Classified Senate make the appointments.
      - (3) At least two employees from other Vice Presidential areas of the College with whom the hiree will work regularly. The chair will request, as s/he decides is appropriate, the Classified Senate, the Academic Senate, or the Management Association to make these appointments.
      - (4) For any position in the Student and Learning Services area, a student appointed by the Associated Student Body.
      - (5) At least one voting committee member must be a member of a historically underrepresented group. If none of the groups above appoint a person who is a member of a historically underrepresented group, then the chair appoints an additional member who meets this requirement.
      - (6) One non-voting Equal Employment Opportunity Representative.
    - c. The chair of the hiring committee may expand the hiring committee's membership beyond the minimum membership in B. above. Additionally, if a classified position regularly interacts with an on- or off-campus group not listed in the committee's representational groups listed in B above, the committee chair may request that group to appoint an additional person. This would normally occur only if the appointees from the groups listed in B above do not include members of that other group.
    - d. If additional expertise is desired but unavailable within the College, the committee chair may ask the appropriate Executive Committee member to appoint a person from outside the College to augment any hiring committee.
  3. Preparing the Job Description
    - a. Once a position is authorized, the committee chair, in consultation with the appropriate Executive Committee member, prepares the job description and a list of minimum and desirable qualifications.
    - b. The committee chair sends the recommended job description and list of minimum and desirable qualifications to the Dean of Human Resources for action.
    - c. If the Dean of Human Resources recommends changes in the job description and/or the minimum and desirable qualifications, s/he returns these recommended changes to the committee chair for review.
    - d. The chair prepares a description of any supplementary materials that candidates may be asked to submit with the application for the position, and/or of any testing that may be required during the hiring process.
    - e. The chair recommends to Human Resources the agencies, professional organizations, Internet list servers, individuals, etc., to receive the job announcement, in addition to those normally contacted by Human Resources. Human Resources distributes the announcements of the College's job openings in compliance with the College *Faculty and Staff Diversity Plan*, to recruit a diverse pool of qualified applicants.

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4. Reviewing the Hiring Procedures and Developing Evaluation Criteria and Questions
    - a. The committee chair reviews the Full-Time Classified Hiring Procedures with the hiring committee.
    - b. The Equal Employment Opportunity Representative informs the committee on equal employment opportunity and nondiscrimination procedures as they relate to the hiring process, informs committee members of the need to disqualify themselves if they cannot treat any of the applicants in an unbiased manner, and secures committee members' written agreement to the confidentiality and unbiased nature of the process. The hiring committee members will certify their ability to participate in an unbiased process by signing the following statement:

I certify that:

      - (1) None of the applicants for this position are my spouse, or registered domestic partner; or my or my spouse's or registered domestic partner's son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law or any relative or registered domestic partner living in my immediate household.
      - (2) I have no other relationship to any applicant that would interfere with my ability to participate in this hiring process in an unbiased manner.

If a committee member fails or refuses to sign the confidentiality/unbiased process agreement, s/he will not be permitted to serve on the hiring committee.
    - c. The hiring committee formulates the criteria and method of evaluating the applications to select the candidates to be interviewed. The hiring committee may consider only qualifications/requirements related to the duties and responsibilities of the position in the method of evaluation.
    - d. The hiring committee develops interview questions that relate to the duties and responsibilities of the position. The Dean of Human Resources reviews these questions to ensure compliance with equal employment opportunity laws.
    - e. The chair of the hiring committee also discusses the circumstances in which a second-level interview may not be necessary.
  5. Reviewing and Screening the Applications
    - a. The Dean of Human Resources, or designee, reviews the composition of the pool of applicants to determine if legal requirements relating to equal employment opportunity and nondiscrimination have been met.
    - b. All members of the hiring committee review completed applications received on or before the closing date of those applicants who have achieved passing scores on any required testing. Committee members consider all transcripts, applications, and supplementary application materials as submitted by the candidates to determine that each has either met the published minimum qualifications or has qualifications that are at least equivalent. Committee members rate each candidate on a District-approved form.
  6. Preparing for the First-level Interviews
    - a. After screening all applications, the hiring committee, with all members present, decides those candidates to be invited for an interview.
      - (1) The Dean of Human Resources reviews the list of candidates selected for an interview to determine if legal requirements relating to nondiscrimination and equal employment opportunity have been met. If the Dean of Human Resources determines that legal requirements have not been met, s/he shall assist the hiring committee in addressing the problem(s).
      - (2) If the hiring committee determines that the available pool is inadequate due to a lack of qualified candidates, the committee chair may recommend that the recruitment period be extended.

- b. The first-level interview process requires the hiring committee to do the following:
    - (1) Determine if supplementary materials and/or tasks are required for the first-level interview. If so, inform Human Resources so that candidates have appropriate notice for these requirements in the first-level interview.
    - (2) Develop the rating system for evaluating the candidates to be interviewed.
  - c. The Dean of Human Resources communicates any recommended changes in questions, topics, supplementary materials, or the evaluation system to the hiring committee.
- 7. Conducting the First-Level Interviews
  - a. In coordination with the chair of the hiring committee, Human Resources makes the necessary arrangements for all first-level interviews.
  - b. The hiring committee, with all members present, interviews and evaluates each candidate.
  - c. After all candidates have been interviewed, the committee deliberates and prepares its recommendation. The first-level committee may recommend two or more acceptable candidates to the appropriate Executive Committee member for a second-level interview. Candidates selected for second-level interviews will be unranked by the committee.
  - d. If time permits, the committee chair coordinates preliminary reference checks with members of the hiring committee for those candidates selected for a second-level interview before the second-level interviews. The committee chair will ask committee members to suggest possible areas of inquiry for reference checks.
- 8. Conducting Second-level Interviews
  - a. The committee chair, in consultation with the appropriate Executive Committee member, will decide whether a second-level interview is necessary. When a second-level interview is conducted, the appropriate Executive Committee member, or designee, convenes and chairs the committee for the second-level interviews.
  - b. In coordination with the chair of the hiring committee, Human Resources makes the necessary arrangements for the second-level interviews.
  - c. For the second-level interviews, the hiring committee is composed of at least three voting members and one nonvoting Equal Employment Opportunity Representative, as follows:
    - (1) The chair of the second-level hiring committee, who may have been the chair of the first level committee.
    - (2) The chair of the first-level hiring committee.
    - (3) One or more additional members of the first-level hiring committee selected by the first-level committee. The chair of the first-level committee decides the number of members of the first-level hiring committee who will participate in the second-level interview.
    - (4) If a person from outside the College was added to the hiring committee, s/he may be invited to participate in the second-level interviews.
    - (5) The nonvoting Equal Employment Opportunity Representative.
  - d. The committee prepares a list of questions and, if desired, additional tasks for the second-level interviews.
  - e. The committee, with all members present, interviews and evaluates each candidate.
  - f. Following the interviews, the members on the committee who participated in the first-level interviews communicate any pertinent information from the first-level interviews and from reference checks that may have been completed.

- g. After discussion, the second-level hiring committee agrees on a candidate to recommend to the appropriate Executive Committee member.
    - (1) At the same time this decision is reached, the hiring committee also determines whether a second or a third candidate per position should be sent forward in the event that their recommended candidate does not accept the position.
    - (2) If the hiring committee decides that there is only one desirable candidate, the committee shall recommend that the position be reopened in the event that the candidate sent forward does not accept the position.
  - h. Should additional reference checks be needed after the second-level interview, the committee chair coordinates reference checks with members of the hiring committee prior to forwarding the committee's recommendation to the appropriate Executive Committee member for review. The committee chair asks committee members to suggest possible areas of inquiry for reference checks. If information gathered in the reference checks warrants, the chair of the committee reconvenes the committee to reconsider its recommendation.
- 9. Making the Final Selection
  - a. The appropriate Executive Committee member submits the recommendation to Human Resources to prepare a hiring recommendation to the Board of Trustees.
  - b. Following action by the Board of Trustees, the Human Resources office notifies the successful and unsuccessful candidates in a timely manner.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROCEDURES  
For Policy No. 6200**

**Title: Acting/Interim Appointments to Classified Positions**

**Procedure No. 6200.20**

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1. If a decision is made to fill a classified position on an acting or interim basis with an in-house candidate, the following procedure will apply, except in the following circumstances:
  - a. A short-term emergency appointment, and/or
  - b. A situation where a classified position has been flown and no candidate will be recommended for hire.
2. Authorization of the Interim/Acting Position
  - a. The immediate supervisor of the potential interim/acting position makes a recommendation that the position should be opened to in-house candidates.
  - b. The President, in consultation with the Dean of Human Resources and the appropriate Vice President, authorizes the interim/acting position.
3. Preparing the Interim/Acting Opportunity Announcement
  - a. Once the Superintendent-President authorizes an interim/acting position to be filled by an in-house candidate, the immediate supervisor of the interim/acting position prepares an announcement.
  - b. The immediate supervisor sends the proposed announcement to the Dean of Human Resources for action.
4. Announcing the Interim/Acting Opportunity to Current Employees
  - a. Human Resources announces the interim/acting opportunity to all current full-time employees in the work unit where the acting/interim position occurs.
  - b. Interested employees will have a period of at least ten workdays to apply, in the manner stated in the announcement. (Workdays here mean days Human Resources is open for business.)
5. Selecting the Hiring Committee
  - a. All committees include at least one voting member of a historically underrepresented group.
  - b. These are the required members of the hiring committee:
    - (1) The chair of the hiring committee.
    - (2) At least two classified employees who work in the same area (that is the area directly supervised by the same person who directly supervises the vacant position) appointed by the Classified Senate. If fewer than two employees, besides the vacant position, work in that area, the chair will request the Classified Senate to appoint members from the Vice Presidential area in which the vacant position is found. To the extent possible, at least one of these appointees shall be a person in the same job title as the vacant position.
    - (3) If a person who is a member of a historically underrepresented group as defined in Title V is not included in the above, then the chair appoints an additional member who meets this requirement.
    - (4) The nonvoting Equal Employment Opportunity Representative.

6. Interviews
  - a. The hiring committee will review applications submitted by the stated deadline and select candidates to interview.
  - b. Interviews are conducted by all of the members of the hiring committee. The committee decides in advance of the interviews the categories to discuss with the candidates.
  - c. After discussion, the hiring committee may recommend one or more persons to the Superintendent-President.
7. Making the Selection
  - a. The appropriate Executive Committee member submits the recommendation to Human Resources to prepare a hiring recommendation to the Board of Trustees.
  - b. Following action by the Board of Trustees, Human Resources notifies the successful and unsuccessful candidates in a timely manner.



<p style="text-align: center;"><b>PASADENA AREA COMMUNITY COLLEGE DISTRICT PROCEDURES For Policy No. 6200</b></p>
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**Title:   Equivalency Committee for Classified Hiring Process**

**Procedure No. 6200.30**

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If an applicant for a classified position does not possess the minimum qualifications for the position, s/he may request an equivalency. Notice of the opportunity to request an equivalency will be included in the position announcement. When an applicant requests an equivalency, prior to the time the hiring committee screens the applications, the chair of the hiring committee and an appointee of the Classified Senate, in consultation with the Dean of Human Resources, will review the applicant's education and/or experience to determine if they are the equivalent to the stated minimum qualifications. If the determination is made that the education and/or experience are equivalent, the application will be forwarded to the hiring committee for screening. Otherwise, the applicant will be notified that s/he does not meet the minimum qualifications, and the hiring committee will not consider the application.

This equivalency process does not confer upon a candidate an equivalency in any academic discipline. The process for equivalency in any academic discipline is governed by the policy and procedures jointly agreed upon by the College and the Academic Senate.