

## **Procedure 5015-PR(1): Personnel Action Guidelines - Open Positions**

**Original Date:**

**Status:**

### PURPOSE

This procedure is provided to describe the processes for the open position personnel actions that may be undertaken as necessary to acquire and position employees to effectively fulfill the many employee roles and responsibilities established within Santa Cruz County Provisional Community College District's organizational structure.

### BROAD GUIDELINES

1. Filling a position requires approval from the CEO.
2. When a new position is developed as an addition to the organizational structure, it must be approved by the DGB.
3. The Human Resources (HR) Administrator will work with the appropriate area supervisor when determining the process(es) to follow and will communicate with the CEO and appropriate administrators at all stages of the various personnel action activities undertaken.
4. Position Inventories will be developed and/or updated for each open position, as necessary.
5. Administration will determine which process will be utilized, and when, best serves the needs of the District and the specific circumstances. Completion of an internal competitive process is not required prior to utilizing an external competitive process.

### INTERNAL COMPETITIVE PROCESS

1. The vacancy announcement will be labeled as an Internal (Current Employees) Competitive Process Opportunity.

2. The internal announcement will be posted on the District's website for ten (10) calendar days.
3. The application materials submission deadline should be no more than four (4) days after the ten (10) day website posting. Interested, eligible employees must submit the required application materials no later than the stated deadline.
4. Eligible employees must meet the minimum qualifications requirements, not be on a professional improvement plan or under other disciplinary action.
5. The HR Administrator will perform an initial review of applications based on completeness and the required minimum qualifications. If all criteria are met, the applications are forwarded to the screening committee for review and scoring. Applicants who are not meeting the criteria of the initial review are notified by HR accordingly.
6. The screening committee may utilize a variety of job-related selection techniques including, but not limited to skills testing, online assessments, and materials screening to identify the candidates to be interviewed. **All materials produced by the committee and candidates become confidential legal documents and will be kept on file in the HR Office per the appropriate records retention schedule.**
7. The screening committee chair will submit the recommended candidate(s) for interview(s) to HR. Once approved, the committee chair will coordinate interview activities with HR.
8. After the selection activities are complete, the screening committee chair, in consultation with the screening committee, will compile a list of strengths and weaknesses and a recommendation to hire and will forward the same to HR. The committee chair will also ensure that all applicant materials and selection documents created and used by the committee are forwarded to HR.
9. HR will communicate the recommendation information and pertinent employment and salary schedule information to the CEO for review and direction. If the Interim

CEO/CEO approves an offer, HR will communicate the details to the appropriate supervisor. The supervisor or HR may make the offer as appropriate.

10. Once an offer has been accepted, HR notifies any applicants who were not selected.
11. If the internal competitive process is unsuccessful for any reason, then the open position may move to an external competitive process.

#### EXTERNAL COMPETITIVE PROCESS

1. The vacancy announcement will be labeled as a Position Vacancy – Public Announcement.
2. The announcement will be posted on the District’s website and through other media as appropriate to the position.
3. The application materials submission deadline should be of sufficient time for interested individuals to see the public announcement and gather, draft, and submit all required materials. Interested individuals must submit the required application materials by the stated deadline to be considered.
4. The HR Administrator will perform an initial review of applications based on completeness and the required minimum qualifications. If all criteria are met, the applications are forwarded to the screening committee for review and scoring. Applicants not meeting the criteria of the initial review are notified by HR accordingly.
5. The screening committee may utilize a variety of job-related selection techniques including, but not limited to skills testing, online assessments, and materials screening to identify the candidates to be interviewed. **All materials produced by the committee and candidates become confidential legal documents and will**

**be kept on file in the HR Office per the appropriate records retention schedule.**

6. The screening committee chair will submit the recommended candidate(s) for interview(s) to HR. Once approved, the committee chair will coordinate interview activities with HR.
7. After the selection activities are complete, the screening committee chair, in consultation with the screening committee, will compile a list of strengths and weaknesses and a recommendation to hire and will forward the same to HR. The committee chair will also ensure that all applicant materials and selection documents created and used by the committee are forwarded to HR.
8. HR will communicate the recommendation information and pertinent employment and salary schedule information to the CEO for review and direction. If the CEO approves an offer, HR will communicate the details to the appropriate supervisor. The supervisor or HR may make the offer as appropriate.
9. **Any offers made for the hire of a new employee will be contingent upon successful completion of background screening and fingerprint clearance card processes.**
10. Once a contingent offer has been accepted, HR notifies any applicants who were not selected.