

## 1.0 Job Announcements

- 1.1 Job announcements shall clearly state the job specification and shall set forth those skills that are necessary for job performance, including the required training and experience related to those skills. Only bona fide occupational qualifications shall be included in job announcements.

## 2.0 Building an Applicant Pool

- 2.1 Open positions shall be advertised broadly in order to insure that interested members underrepresented groups are included in the qualified applicant pool for the position.

In addition to sending position announcements routinely to:

- Los Rios Community College District Board of Trustees;
- College Faculty (for faculty openings);
- Exclusive Representative of the bargaining unit with the opening;
- College and university placement departments throughout the state;
- Local School Districts;
- Ethnic Minority Organizations;
- Women's Organizations;
- Employment development agencies and similar employment agencies;
- Agencies for persons with disabilities;

and posting the opening on the Los Rios Community College District's website (also publicized widely), it may be necessary to locate qualified individuals from protected groups in underrepresented areas by:

- Advertising in journals and newspapers with protected group readership as well as in newspapers having wide general circulation;
- Contact members of underrepresented groups working in or attending predominantly minority colleges;
- Contacting women working in or attending predominantly women's colleges;

- Notifying individuals with applications in the appropriate subject matter applicant file to discover their interest in applying for the specific position opening;
  - Contacting members of underrepresented groups seeking work in business and industry;
  - Using professional registries and data banks, specifically those with listings of protected group members;
  - Consulting with local underrepresented groups' organizations and agencies regarding recruiting efforts.
- 2.2 The District shall be identified as an Equal Opportunity Employer.
- 2.3 Full-time faculty positions will typically be advertised for at least forty (40) calendar days, with a minimum of thirty (30) calendar days.
- 2.4 All applicants shall be given an opportunity to identify the underrepresented group to which they belong for the purpose of monitoring employment practices. (Title 5, § 53023) This confidential information will remain in the Human Resources Office for research purposes.

### 3.0 Certifying the Composition of the Qualified Applicant Pool (Title 5, § 53023)

- 3.1 The Human Resources Office will review applications before they are forwarded to the College where the position opening exists and certify that qualified applicants from underrepresented groups are among those included in the pool. If extensive recruitment efforts have produced no such applicants for a specific position, the Human Resources Office shall so state.
- 3.2 The Human Resources Office will maintain applicant flow data showing the total number of qualified applicants for each open position as well as the number of applicants from underrepresented group applicants.

### 4.0 Application Review Process

- 4.1 The Human Resources Office will review the applications and supporting documents of all applicants. Materials of those applicants who meet the minimum qualifications of the position will be forwarded to the College President who is responsible for implementing the process.
- 4.2 Applicants and employees with felony convictions and applicants or employees that are disqualified for service under Education Code, sections 87010, 87011, or 87405, shall be individually evaluated based on the requirements of the position following factors:

- 4.2.1 Nature and Gravity of the Offense(s). The Human Resources Office shall evaluate felony conviction(s) to determine the nature and severity of the offense(s) or conduct. This evaluation may take into account the harm caused by the crime, the elements of the crime, and the severity of the crime. A more severe crime would tend towards disqualifying the applicant.
- 4.2.2 Time That Has Passed Since the Offense(s) or Conviction(s). The Human Resources Office shall evaluate the amount of time that has passed since the most recent offense or conviction and any prior offense(s). A single offense or a last offense committed more than ten (10) years prior to the application date suggests an applicant will not recidivate. Subsequent employment history and efforts at rehabilitation is relevant to this inquiry. Crimes committed more recently would tend towards disqualifying the applicant.
- 4.2.3 Nature of the Job Held or Sought. In light of the first two factors, the Director of Human Resources shall examine the nature of the duties and essential functions of the job held or sought to determine if excluding the applicant is consistent with business necessity. Consideration may be given to the location of the job and the persons the applicant will come into contact with in the job. For example, convictions of property, theft, or larceny crimes tend toward disqualifying applicants for positions of trust or positions that control money or property. Convictions for violent felonies would tend towards disqualifying applicants from positions that require contact with students, staff, or the public.
- 4.2.4 Applicants with disqualifying convictions shall be notified that they have been screened out due to a felony conviction and provided with an opportunity to demonstrate that they should not be screened out due to the applicant's particular circumstances. The Human Resources Office shall review this information prior to making a final decision.

## 5.0 Screening Committee

- 5.1 The screening committee is a subset of the interview committee and has a minimum composition of: (a) the Equity Officer or representative; (b) one (1) administrator; and (c) three (3) faculty members, which includes at least one (1) faculty member from the department. Additional members of the interview committee may serve on the screening committee if they so choose.
- 5.2 Committee Composition

The composition of the Screening Committee should reflect the demographics of the District's service area.

- 5.3 Criteria for College selection of candidates: Prior to reviewing applications, the screening committee, with the approval of the appropriate Dean, shall establish the basic objective criteria for the selection of candidates. The criteria shall be broad enough to include underrepresented applicants. The committee shall be informed about the work force composition goals of the operating unit.

## 6.0 Interview Committee

- 6.1 The interview committee is composed of six (6) to ten (10) persons, selected as follows:
- 6.1.1 Three (3) to five (5) discipline, related discipline, or outside discipline faculty members appointed by the College Academic Senate President after consultation with the department chairperson and appropriate administrator. Discipline faculty should represent the majority of members on the committee.
  - 6.1.2 The administrator of the department or area (usually the Division/Area Dean) appointed by the College President.
  - 6.1.3 The Equity Representative—one of the 3-5 faculty members-- shall be affirmed by the College Equity Officer and appointed by the College Academic Senate President after consultation with the department chairperson and appropriate administrator from a list of faculty who a) have been trained within the last two years in equity and diversity matters, and b) are not faculty in the discipline for which the hiring committee is convened.
  - 6.1.4 An administrative representative appointed by the College President.
  - 6.1.5 A student representative nominated by the College Student Senate President in collaboration with the College President will participate during the interview process only.
  - 6.1.6 A classified employee, for positions in which faculty work closely with classified staff. The determination of whether it is appropriate for a classified employee to sit on the committee shall be made by the College President in consultation with the Academic Senate President. The College President in collaboration with the classified leadership will select the classified employee.
  - 6.1.7 An outside content expert for positions in which no District faculty content experts are available. The determination of whether it is appropriate for an outside content expert to sit on the committee shall be made by the College President in consultation with the Academic Senate President. The College President in collaboration with the Academic Senate President will select the outside content expert, preferably a faculty

content expert from another college. If no faculty content experts are available, then a content expert from the representative field may be appointed.

#### 6.1.8 Committee Composition

6.1.8.1 The composition of the committee should reflect the demographics of the District's service area.

6.1.8.2 Departments that lack sufficient diversity to compose a diverse interview committee must use faculty outside the department (or college).

6.1.8.3 The list of committee members shall be submitted to the College Equity Officer and/or Human Resources Office to ensure the committee is diverse in terms of gender and racial/ethnic diversity.

6.2 Interviewing procedures: The College interview committee, prior to any interviews, shall review standard procedures for interviewing, develop core questions to be asked, prepare the rating device, and set the time limit for the interviews.

6.2.1 College interview committees shall be informed by the Vice President or designee regarding appropriate questions. Staff members of District Human Resources Office will provide any needed assistance.

6.2.2 At the conclusion of the interviews, each member of the committee will complete the rating sheets and assign individual rankings to the applicants. The individual rankings will be submitted to the chair of the committee.

6.2.3 The Equity Officer or representative will check the procedures again to insure compliance with all equity requirements.

6.3 The interview committee chair will rank the applicants in accordance with the rankings submitted by the interview committee and report the top three (3) candidates (or up to five [5] in case of ties) in alphabetical order to the committee. The Vice President and/or President shall join the committee for a discussion of strengths and weaknesses of the top candidates.

6.3.1 Additional interviews of the applicant may be conducted by the College President and/or designee.

6.4 The College President or designee will check references for the recommended candidates.

6.5 When the College President or designee has decided which candidate is to be recommended for the position, all necessary paperwork to be completed is forwarded to the Director, Human Resources.

- 6.5.1 Such documents include the recommendation for the employment of faculty (P-673); the equity report (P-130); the interview committee and recommendation report (P-131); the objective criteria for screening; core interview questions; and the individual interview committee members' rating sheets and the final checklist for recommendation appointment.

## 7.0 Hiring Procedure

- 7.1 The Director, Human Resources will review the procedures for selection of the person to be recommended for appointment as submitted by the Colleges.
- 7.2 The candidate's name will be submitted to the Board of Trustees for approval at a regular meeting of the Board of Trustees.

## 8.0 Criminal Background Check

- 8.1 Applicants shall be fingerprinted via Live Scan at the State Department of Justice or another qualified law enforcement agency. Employment shall not commence until clearance has been approved by Human Resources. The Human Resources Office shall review any new felony convictions that are discovered during this process under the process set forth in 4.2, above, and shall also take into account whether the failure to disclose the conviction was dishonest.
- 8.2 Applicants shall be required to pay the cost of the fingerprinting and processing.
- 8.3 When warranted by exigent circumstances as determined by the Associate Vice Chancellor, Human Resources, an employee may be permitted to begin work prior to clearance having been granted by Human Resources.
- 8.4 Police records shall be shown only to those with the legal right to see them.

## 9.0 Notification

- 9.1 All persons who were interviewed will be notified by the College President/designee as to whether they were successful or unsuccessful candidates as soon as possible.

(Formerly R-5114 and R-5115)

LRCCD

Adm. Regulation Adopted: 8/15/79  
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