

Effective: 5-84

**5030**

Employment of classified and confidential employees shall be in compliance with Board Policies relating to Affirmative Action, Title IX, other legal requirements and sound personnel practices. All applicants shall be treated identically whether they are current employees or off-campus applicants. This procedure is in effect to implement Board Policy 5260.

**A. Procedure**

1. Opened classified and confidential positions shall be reviewed and approved for announcement of the vacancy by Executive Council with budget verification from the Vice President of Administrative Affairs.
2. The Director of Personnel shall meet with the applicable Cost Center Manager to review requirements for the position prior to publishing the announcement of vacancy.
3. Recruitment shall be in accord with Affirmative Action principles. Applications shall be screened for qualifications by the Office of Personnel Services.
4. The Cost Center Manager, together with a minimum of two other members of the department or of the departments which may interface with the position, shall evaluate the applications, identify those to be interviewed and interview candidates.
5. The Cost Center Manager will provide a recommendation on hiring a candidate to his/her supervisor.
6. With approval of additional supervisory levels through that of the applicable Vice President, the recommendation to hire shall be forwarded to the Superintendent/President.
7. The final evaluation and recommendation to employ shall rest with the Superintendent/President of the College.
8. Notification of selection shall be from the Office of Personnel Services.