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Administrative Regulation

RECRUITMENT AND SELECTION (CLASSIFIED EMPLOYEES)

Announcement of Job Vacancies

All job vacancy announcements within the classified service shall be emailed to the campus and posted on the college's employment website by the Office of Human Resources.

A. Transfer Announcement

A transfer announcement for a job vacancy will be posted, internally if applicable, for a minimum of five working days. Permanent classified employees, in the same classification as a vacant position who are interested in transferring to another department, need to apply for a transfer by completing an online Internal Transfer Application. Eligible employees that apply for a transfer will be given first opportunity to interview for the position.

It is the responsibility of the transfer applicant to read the class description for minimum qualifications and other requirements.

B. Job Announcements

All job announcements will be posted externally for a minimum of ten (10) working days.

All job announcements for bargaining unit positions shall include the Collective Bargaining Agreement language in Article VIII (Wages), Section 2 – Initial Salary Placement in order to properly inform applicants of their ability to be placed beyond the first step at the time of hiring, the job announcement shall specify:

Position title;
Work hours;
Salary range;
Opening and closing dates;
Work location;
Application process;
Qualification requirements;
Selection process and testing; and
Other pertinent information

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Employment Application

All applicants are required to complete and submit an online employment application and other required information and/or documents by the closing date to be considered for a job vacancy.

All completed online applications and required documents will be screened to ensure the minimum requirements stated in the job announcement are met. The online application may require the applicant to provide information regarding the applicant's training, experience and other pertinent information. An incomplete online application, for any reason, will not be considered.

Notification of Application Status

All applicants will be notified regarding the status of their application after the position closes. An applicant may be rejected for the practice or attempted practice of fraud or deception in the completion of his/her application.

Hiring Committee Composition

A hiring committee will be formed **for positions at range 24 or above**. The composition will include:

Number	Type	Appointed by
1	Classified	CSEA
1	EEO	Human Resources
1 or 2	Classified Manager and/or Confidential	Human Resources
1	Faculty*	Human Resources

***A faculty member will be included for positions that provide direct support to instructional or student services areas.**

Selection Process and Testing

A. Testing

A job-related examination may be used to assess an applicant's ability, knowledge, and skills, and may consist of one (1) or any combination of generally accepted testing techniques, including but not limited to: performance tests, written tests and writing samples.

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B. Selection

Candidates who meet the minimum qualifications and possess the highest degree of desired job-related qualifications will be invited to the college for an interview at their own expense.

C. Interviews

The Office of Human Resources will administer interviews that may use a rated and structured interview format based on job related criteria. All internal applicants who apply and are qualified (met the minimum qualifications and passed the job-related examination) will be given the opportunity to interview for the position.

Offer

A job offer will be extended to the final candidate contingent upon background investigation, verification of employment, educational and/or professional certification, experience, and any other statutorily mandated prerequisites to employment.

Medical Examinations:

The Office of Human Resources shall require a medical examination or any other reasonable evidence of the applicant's or employee's health status, at the expense of the Board of Trustees.

References:

- Education Code Sections 87100 et seq., and 88003;
- ACCJC Accreditation Standard III.A.1

See Board Policy 7123

Adopted: 4/15/91

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