



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4200.6 - EMPLOYMENT OF MANAGERS

1.0 PURPOSE AND SCOPE

This Procedure defines and regulates the responsibilities applicable to employment of management staff, carrying out the District's employment program, its commitment to EEO (Equal Employment Opportunity), and its effort to consider and appoint the most highly qualified individuals available.

2.0 FUNCTION

1. The Chancellor is responsible for the recruitment, selection, and recommendation to the Board, of candidates for vacant management positions (except for the Chancellor). The Board, acting upon the recommendation of the Chancellor, makes all appointments.
2. The Chancellor will determine to fill the vacant position by recruitment or transfer.
 - a. All managers will be provided notice of transfer opportunities by means of a formal position announcement or any other appropriate communiqué which includes specific job information usually found in a position announcement.
 - b. Managers who seek a transfer opportunity can apply directly to the President/Director who will interview such candidate, The President/Director will make one of the following recommendations to the Chancellor: (1) the candidate be transferred; or (2) recruitment be conducted and the candidate apply under the announcement.
3. The basic considerations in the selection and employment of management personnel are quality leadership for the District and compliance with the District's EEO Policy.
4. Screening of Applications and Interviewing of Applicants -- shall be carried out by a committee composed of three or more of the following:
 - a. Nominating Manager (Committee Chair).
 - b. District Manager not assigned to the site where the vacancy exists -- Mandatory (site means the College, Central Office Department, or Centers for Education and Technology).
 - c. District EEO Representative -- Mandatory.
 - d. Vocational Coordinator -- Mandatory when selecting a Vocational Manager.

- e. Faculty -- When appropriate.
- f. Classified Staff -- When appropriate.
- g. Students -- When appropriate.
- h. Non-District Advisors -- When appropriate.

3.0 IMPLEMENTATION

1. Nominating Manager (Committee Chair):
 - a. Develops a position announcement for a vacant/new position and sends to Human Resources.
 - b. Forwards suggestions for the composition of the Screening/Interviewing Committee to the recommending manager for approval; secures an EEO representative. (See Policy 4100.)
2. Human Resources -- Recommends to the Chancellor:
 - a. Classification of position if it is a new or changing position.
 - b. Salary range.
3. Chancellor, in consultation with Vice Chancellor - Human Resources and Administrative Services and appropriate manager -- determines whether to fill the position by transfer or recruitment.

NOTE: THE FOLLOWING STEPS ARE NOT REQUIRED FOR TRANSFERS:

4. Screening/Interviewing Sequence:
 - a. Committee screens all applications.
 - b. The committee EEO representative reviews the applicant pool and advises the recommending manager (President/Director) whether or not the interview list was developed in conformance with District policy (coordinate with the District Equal Employment Opportunity Office).
 - c. The recommending manager (President/Director) reviews the list of applicants selected for interview, and approves the list in writing prior to any interviews being scheduled.
 - d. Committee interviews the selected group of applicants.
 - e. Committee nominates not less than three (3) unranked candidates to the recommending manager (President/Director or Vice Chancellor).
5. Recommending Manager (President/Director):
 - a. Reviews the composition of the screening/interviewing committee and approves its membership in writing.
 - b. Reviews qualifications of candidates nominated by the screening/interviewing committee and either makes selection or rejects all candidates nominated.
 - c. Notifies the Chancellor by memo of his/her recommendation. Copies of completed Interview Rating Sheets concerning the recommended candidate must be attached to the memo.
6. The Chancellor:
 - a. Secures from Human Resources and/or District Equal Employment Opportunity Office any additional information which may be needed for his/her report to the Board.
 - b. Will make recommendations to the Board of Trustees for management positions which report directly to the Chancellor, i.e. Chancellor's

Cabinet. These recommendations will be reviewed and approved in closed session and reported during public meeting.

- c. Will review nominations for management positions, other than the Chancellor's Cabinet positions. These nominations will be approved by the Board of Trustees during public session with other personnel actions.
- d. The Vice Chancellor - Human Resources arranges with the recommending manager to complete the Personnel Assignment Status Sheet (PASS) and the Confidential Statement documents.

4.0 FORMS/REFERENCES

- 1. Appropriate forms are available from Human Resources.
- 2. Equal Employment Opportunity Program, Policy 4100.
- 3. Education Code Sections 87600 et seq., 87428
- 4. For detailed sequence of events, see SDCCD Manual 4001.1.

Adopted: October 30, 2007

SUPERSEDES:

Procedure 4200.6, 3/17/89, 8/21/90, 10/14/1998