Procedures for Hiring Permanent Classified Employees

1. The Hiring Committee Chair (HCC – Generally the Department Chair or Area Supervisor) completes and submits a Classified Staffing Request (CSR) available at http://www.laccd.edu/perscom/forms.htm and a Restricted Hiring Form (RHF) for the Deputy Chancellor http://www.laccd.edu/faculty_staff/extranet2/documents/RestrictedHiringForm2008.pdf to the Campus Single Point of Contact (SPOC) for Personnel/Payroll, ST 429, x7028, matac@lattc.edu.

2. A new position will be reviewed and approved by the President’s Executive Team.

3. The CSR is reviewed and signed by the area’s VP, the VP of Administration and the College President.

4. The RHF is reviewed and signed by the College President and the approved CSR and RHF are given to Budget and Purchasing by the SPOC to be assigned campus control number and copies are distributed to HCC, SPOC and the Personnel Commission (PC).

5. If the position is new this will be created by the SPOC and sent through the approval process; the PC being the last approver.

6. The CSR is emailed to the Deputy Chancellor by the Personnel Department (PD) as an exception to the hiring freeze (active since 2007-08) along with the CSR.

7. The PD will request the list of eligible candidates from the PC. If there is not an active list of eligible candidates available, the PC may approve the hiring of a Provisional position (refer to separate process for Provisional hires available from PD).

8. No later than the day after of receiving the list of eligible list of candidates from the PC, the PD will contact the HCC to request, dates, times, and location for the interviews and provide the HCC with a link to the PC “Classified Hiring Procedures” website that includes a Guide to Reference Checking along with the LATTC Classified Hiring Flow Chart.

9. HCC will notify the PD in writing of any special instructions including day, time, regarding specific job description, information about the program to provide to the candidates as well as supplementary documentation required from the candidates such as resumes, references, application and if they would like to make the tentative and the final offer upon completion of the hiring process.

10. The PD contacts the eligible candidates and arranges for the interviews by phone. If not reachable by phone, formal invitations for interviews with a 3-day response deadline are sent via US Mail with Certification of Mailing.

11. The PD notifies the College Sheriff’s Office if parking is needed.

12. Interview questions are to be prepared by the HCC prior to interviews and if there are any issues they will contact the Compliance Officer. (Interview questions do not need to be submitted to Campus Personnel).
Procedures for Hiring Permanent Classified Employees

13. PD sends list of candidate’s names for the interview, a Sign – In Sheet for hiring, if requested by HCC applications, resume and writing samples and Consent and Authorization to Release Information for candidates.

14. If candidates do cancel their interview or do not show. These will be addressed as the situation requires it.

15. Following the interviews, the HCC will provide the names of people interviewed, no show and the name of the candidate that the Committee recommends for the position.

16. The PD contacts the candidate (unless prior arrangements have been made in writing per #9 above) and makes a tentative offer for the position and explains the conditions for hiring.

17. The PD will submit the Report of Vacancy form to the PC for completion of the final audit certification completes and submits.

18. Upon completion of the final audit certification the PC notifies the PD that a final offer of employment may be made (the PD will make the final offer unless prior arrangements have been made in writing per #9 above) and all necessary assignment documentation may be processed and request the necessary information from the PD to initiate to PCR.

19. The PD will make an appointment with the candidate to go over the hiring packet and make a fingerprint appointment at which time the new employee will receive the benefits packet.

20. The PD will inform the HCC of the candidates’ acceptance and the agreed start date of employment.

21. The PD will confirm with the candidate the start date of employment, time, the name of the supervisor and where to report to.

22. The PD may follow up with a welcome letter of employment.

23. The PD will also prepare and send a letter to those candidates who interviewed and were not selected.