

SECTION 3

HIRING, SELECTION & SCREENING

A. Job Postings and Announcements

All open positions within the classified service will be distributed internally for a minimum of five (5) working days. The announcement will include the title, hours, salary range, minimum requirements, application deadlines, and other pertinent information. At the conclusion of the five (5) days, advertisement of the position to the general public will commence. (CBA, Article XIII, Section 1 and 2)

B. Applications

Only official Glendale Community College applications, provided by the Office of Human Resources, will be accepted when applying for employment with the District. Resumes are not sufficient and are not kept on file unless there is an opening. Applications shall require information covering training, experience, and other pertinent information. All applications must be signed by the applicant, or they are considered invalid. Applications may be rejected if the applicant 1) fails to meet the minimum qualifications of the position; 2) completes the application in a fraudulent or deceptive manner; or 3) if an unacceptable reference is received. Notice of rejection will be sent by mail to the applicant. (CBA, Article XIII, Section 4 and 5)

C. Transfer Procedure

When a new position is approved in an existing job classification or an existing position becomes vacant, the Office of Human Resources will issue a five (5) day vacancy notice that will be distributed campus wide. Classified employees in the same classification as the vacancy may request a voluntary transfer to the open position without further examination by completing the transfer form found in the Forms Section of this handbook and sending it to the Office of Human Resources. Involuntary transfers may occur when it is mutually agreed upon by CSEA and the District that a transfer is in the best interest of the work environment. A regular classified employee may request a voluntary demotion to a related class by filing a written notice with the Office of Human Resources. (CBA, Article XIX, Sections 1-4)

D. Employee Types

Only permanent or regular employees are governed by the California School Employees Association Collective Bargaining Agreement (CSEA CBA). Permanent employees are employees who have completed the initial probationary period. Regular employees include permanent employees and those who have not yet passed their probationary period. A complete list of all classifications is included in Appendix C of the CBA. (CBA, Article II, Sections 2-5)

Other employee types utilized on campus include, administrative, academic, management, confidential, substitute, hourly, and short-term employees. Confidential employees are identified as Administrative Assistants that report to a cabinet level administrator and direct support staff to the chief negotiator of the District. Substitute employees are employed by the District to replace classified employees on leave or to fill a vacant position while the District engages in the hiring procedure. Hourly employees refer to those employees hired by the District on an as-needed basis not to exceed seven hundred fifty (750) hours during one fiscal year. Short-term employees refer to those employees hired to perform a service for the District and once that service is completed, employment will not be extended or needed on a continuing basis. In addition the District utilizes the services of Professional Experts on an as needed basis. (CBA, Article II, Section 7)

E. Employee Selection, Testing and Reference Checking

The ability of applicants to perform the necessary job duties for a given position is determined by a job related examination. Examinations may consist of one (1) or a combination of generally accepted testing techniques, including but not limited to the following: performance tests, written tests, rated panel interviews, etc. Examinations may include tests of ability, interests, knowledge and skills. All tests are custom written and are derived from desk validated material. All applicants who meet the minimum qualifications of the position will be notified of written test dates at least three (3) working days in advance of the date the test is to be given. After the tests have been scored and recorded, employees who have taken the employment test may request a conference with the Office of Human Resources to discuss in general terms their results on the exam. (CBA, Article XIII, Sections 6, 9, 10, and 11 and in the Staff Diversity Plan Employment Procedures for Classified Employees Section B)

Previous employment and education experience that is required by the minimum qualifications of the position and submitted on the employment application will be verified before an offer of employment is extended. In addition the District will require a medical examination be performed to ensure that the selected candidate can perform the duties required by the position.