Administrative Procedure

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Subject:

1.0. PURPOSE:

To establish the policy and procedure for recruiting applicants for all vacant positions, excluding academic, academic administrative and such other positions as may be designated by the President.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding auxiliary organizations, Unit 3 (Faculty) positions, and those administrative positions requiring formal consultation with the Academic Senate.

2.2. Important: This procedure, or portions thereof, may be superseded by an agreement developed between The California State University and an exclusive representative as a result of collective bargaining.

When referring to this procedure as it relates to actions affecting represented employees, consult the agreement that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. Collective Bargaining Agreements, Subject: Appointment:

Unit 1 Section 11.1 - 11.6
Unit 2 Section 9.1 - 9.6
Unit 4 Section 13.1 - 13.9
Unit 5 Section 9.1 - 9.6
Unit 6 Section 10.1 - 10.8
Unit 7 Section 9.1 - 9.6
Unit 8 Section 12.1 - 12.7
Unit 9 Section 9.1 - 9.6

Approved: _____ **Date:** _____

4.0. POLICY:

When a position vacancy occurs, the requirements for the position must be established prior to the beginning of the recruitment process. Applicants must be clearly informed of both the required and the "desirable" employment qualifications. Recruitment may be initiated only after determining the appropriate classification of the position and whether sufficient funds are available to support the position.

5.0. DEFINITIONS:

5.1. Personnel Requisitions - Standard form OPS-001A used to initiate the recruitment process for vacant and newly approved positions. The Personnel Requisition is initiated by the employing department and must be approved by the fiscal dean or administrative officer.

5.2. Job Description - Standard form HRM 151A used by Human Resources Management to determine the appropriate classification of the position. The Job Description is initiated by the employing department and must be signed by the supervisor of the position and the appropriate fiscal dean or administrative officer. (Refer to Appendix 8.3. for detailed instructions for preparing the Job Description.)

5.3. Organization Chart - Visual representation of the reporting structure of the department in which the vacant position is located. The organization chart is considered to be part of the Job Description and should be attached to form HRM 151A. The chart must include all positions, including vacancies, working titles and classifications for each position in the department.

5.4. Applicant Information Form - Standard form HRM 031B MAC used to request optional data on sex, ethnicity and referral source from applicants for each announced vacant position. The Applicant Information Forms are used to determine the sexual and ethnic composition of the candidate pool and are kept in a separate file from all personnel records and applications.

5.5. Minimum Qualifications - Statement of employment standards which can be reasonably demonstrated as necessary to perform the duties of the position in the class.

6.0. RESPONSIBILITIES:

6.1. Department Supervisors will:

6.1.1. Prepare the Personnel Requisition, Job Description and Organization Chart.

6.1.2. Route the completed forms to the fiscal dean or administrative officer for review and approval.

6.1.3. Forward the approved forms to the Budget Office.

6.1.4. Review and approve the position announcement prepared by Human Resources Management.

6.2. Fiscal Deans and Administrative Officers will review requisitions and indicate approval on form HRM 001-1.

6.3. Human Resources Management will:

6.3.1. Review Personnel Requisitions and supporting documents for content and clarity to determine if the documents provide sufficient information for announcement and screening.

6.3.2. Conduct a classification and qualifications review to determine the appropriate classification of the position based on duties, responsibilities, and minimum qualifications.

6.3.3. Consult with the supervisor to determine the required scope and fiscal encumbrance of recruitment activities.

6.3.4. Determine that the selection criteria for the position are consistent with all applicable laws, rules, and policies.

6.3.5. Prepare the draft announcement for the position and have the Supervisor review and approve.

6.3.6. In cases requiring an Affirmative Action Compliance Report, consult with the Affirmative Action Program Director regarding scope of recruitment activities.

6.3.7. Initiate recruitment activities.

6.3.8. As applications and resumes are submitted in response to the recruitment effort, forward a job announcement and Applicant Information Form with a return deadline to each applicant.

6.3.9. Record the data from the Applicant Information Forms returned by applicants on the Requisition Supplement. Evaluate the response level and ethnic and sexual composition of the candidate pool.

6.4. The Budget Office will:

6.4.1. Confirm the accuracy and appropriateness of the account number to which the position will be charged.

6.4.2. Determine the salary step at which the position is budgeted.

6.4.3. In consultation with the employing department, determine the date the position may be filled.

6.4.4. Indicate approval and/or recommendations and forward the requisition to Human Resources Management.

7.0. PROCEDURES:

7.1. The employing department supervisor will submit the following to the Budget Office for all vacancies, whether of a full-time, part-time, permanent, or temporary nature:

7.1.1. Personnel Requisition, approved by the fiscal dean or administrative officer;

7.1.2. Job Description; and

7.1.3. Organization Chart.

7.2. The Budget Office will:

7.2.1. Review the Personnel Requisition for accuracy of funding source and availability date.

7.2.2. Indicate the salary step at which the position is budgeted.

7.2.3. Forward the approved requisition to Employment Services.

7.3. Human Resources Management will:

7.3.1. Review the requisition for content, clarity and authorizing signature(s).

7.3.2. Conduct a classification and qualifications review of the position and resolve any questions or discrepancies with the employing department.

7.3.3. Review selection criteria and consult with the employing department and, when appropriate, with the Affirmative Action Office to determine their validity.

7.3.4. Prepare a draft "Employment and Promotional Opportunities" announcement.

7.4. The employing department supervisor will review and approve the announcement.

7.5. Except as indicated below, hiring decisions or commitments may not be made prior to the public posting of position vacancies. The length of the recruitment period may vary depending on the extent of the recruitment effort or publication dates for advertisements. The initial recruitment period begins on the day the announcement is posted by Human Resources Management.

7.5.1. All positions will be announced concurrently on and off campus for a period of not less than fourteen (14) days.

7.5.2. The requirement for posting may be waived in the event of a temporary appointment or temporary promotion of a current employee for a specified term. If it is determined that the position will be permanent, recruitment activity must be completed during the period of the temporary appointment.

7.5.3. In times of budget constraints, or for appropriate career ladder opportunities, competition may be limited to current employees.

7.6. Human Resources Management will coordinate the reproduction of the announcement and communicate it through the following channels:

7.6.1. Public and private sources, including personnel offices or other appropriate departments of The CSU and UC systems.

7.6.2. Employment Development Department(s) of the State of California.

7.6.3. Posting in Human Resources Management and departments identified by collective bargaining agreements for specified classifications.

7.6.4. Tape-recorded employment information message (Dial-A-Job, (2l3) 343-3678).

7.6.5. Job listings displayed on video monitors placed in various areas on campus.

7.6.6. Paid advertisements, when appropriate, will be written and placed by Human Resources Management and charged to the employing department.

7.7. As applications are submitted in response to the recruitment effort, Human Resources Management will forward an Applicant Information Form to each applicant.

7.8. At the close of the filing period for each vacancy, Human Resources Management will analyze the returned Applicant Information Forms to determine the ethnic and sexual composition of the candidate pool relative to extended recruitment.

8.0. APPENDICES:

8.1. Personnel Requisition, OPS-001A.

8.2. Job Description, HRM 151A.

8.3. Guide for Preparing Job Descriptions.

8.4. Positions Requiring Affirmative Action Procedures.

8.5. Applicant Information Form, HRM 031B MAC.