

ADMINISTRATIVE PROCEDURES

stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.

- Selection shall be based solely on the stated job criteria.
- Candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;

If significant underrepresentation persists:

- review each locally-established job qualification to determine if it is job related; and
- consistent with business necessity;
- discontinue the use of any non job-related local qualification; and
- continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

Delegation of Authority

The Associate Dean of Human Resources is designated as the Equal Employment Opportunity Officer and is charged with the responsibility of overseeing the day-to-day implementation of the EEO Plan and programs. The EEO Officer is responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the EEO Officer or designee. The EEO Officer or designee shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. If the EEO Officer is named in a complaint or implicated by the allegations in a complaint, the Superintendent/President or designee shall be responsible for receiving the complaint, overseeing the investigative process, and may assigned to other staff or to outside persons or organizations under contract to perform the investigation.

Complaint Procedure

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally, if appropriate;
- Advise the complainant that he/she need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;

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4. Be fingerprinted and if offered a new position following the original hire, submit fingerprints for a subsequent background check;
5. Complete required Immigration Forms and provide proof of personal ~~identify~~identity and authorization to work in the United States;
6. Complete District employment and County payroll documents;
7. Submit official transcripts, employment verification forms, copies of required documents including licenses and certificates.

See Board Policy 7120 Recruitment and Hiring

References: Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1

President's Cabinet Approved: