

Human Resources

BP 7120 RECRUITMENT AND HIRING

References:

Education Code 70901.2, 70902(b)(7)(d) and 87100 et seq.;
Title 5 Sections 53000 et seq., 51023.5;
Accreditation Standard III.1.A

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.

Date Adopted: May 15, 2007
(Replaces Policy [3001/4001](#) and
[3099/4099](#))

See Also Board Policy [2510](#) – Participation in Local
Decision Making

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Accreditation Standard III.1.A, IV B.1.j

The information in this procedure does not apply to the recruitment and hiring for the positions of Chancellor and President. For information on recruitment and hiring for those two positions, please see Administrative Procedures 2431, titled Chancellor Selection and 7121, titled President Recruitment and Hiring.

POSITION APPROVAL PROCESS

Every department, program or discipline in the District, whether associated with a District function or on a campus/college, goes through an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be brand new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the campus/college/district strategic planning process for review. The various strategic planning committees make recommendations to the appropriate college/campus/district CEO, who, in turn, advises the Chancellor. All positions are subject to funding.

JOB OPENING/APPLICATION PROCESSES

In 2007, the Riverside Community College District implemented a completely electronic process for posting all job openings and the application process, using People Admin® software. The online applicant tracking system (OATS) serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves as the tool for job posting and application submittal. Initial screening is also coordinated between the Diversity and Human Resources Department and screening committee members via the OATS.

Job Postings

When a vacant or newly created position is approved by the appropriate lines of authority the job may be posted on the District's website and open for application.

The designated manager for the Department that has an opening will access their own user account at jobs.rcc.edu. Once logged in, resources for managers to create postings can be found on the link for Managers Training Video or the Hiring Manager's User Guide. After watching the video or going through the Guide, if the manager has questions, they may contact the Department of Diversity and Human Resources.

Applying for a Job

Applicants can apply for an open position by logging onto the District's job opening website at www.jobs.rcc.edu. There, they will be able to view all open positions within the District and fill out an application for a desired position. To complete an application, the user/applicant will be asked to open a User Account, which will be their permanent account when applying for jobs within the District. Once a user account is set up, the user will be able to complete an application, following the prompts provided by the site. Information can be saved in the system so that they can apply for multiple positions without having to complete an entirely new application for each job. The user will be expected to electronically attach all desired/required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application. Applicant's requiring assistance with the application process may contact the Department of Diversity and Human Resources at (951) 222-8595, for support. Computers for Applicant use are available at the Department of Diversity and Human Resources, 3845 Market St., Riverside, CA, or at any of these other locations: Riverside City College – Digital Library and Learning Resources Center; Norco Campus – Student Services Lobby; Moreno Valley Campus – Student Services Lobby. Accommodations for individuals with a disability can be arranged by calling the office of Diversity, Equity and Compliance at (951) 328-3725.

Also see Administrative Procedure 3410, titled Nondiscrimination and Administrative Procedure 3420, titled Equal Employment Opportunity

Office of Primary Responsibility: Diversity and Human Resources Department

Administrative Approval: May 18, 2009
(Replaces RCCD Regulations 3001/4001
and 3099/4099)