

EQUAL EMPLOYMENT OPPORTUNITY PLAN

For the Student Affairs Committee, June 12, 2015

The Los Angeles Community College District is committed to employment processes that support the goals of equal opportunity employment and diversity where all qualified individuals have a full and fair opportunity to compete for all open position within the District. The Los Angeles Community College District has developed an Equal Employment Opportunity Plan, as adopted by the Board of Trustees that is reflective of our commitment to Equal Employment Opportunity and Diversity. The Plan follows guidelines mandated by the State Chancellor's Office. We are requesting that your organization review the Plan and respond with any recommended revisions.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST



EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Los Angeles Community College District's *Equal Employment Opportunity Plan* reflects the District's commitment to equal, fair, and accessible employment opportunity.

TABLE OF CONTENTS	PAGE
Plan Component 1: <i>Introduction</i>	3
Plan Component 2: <i>Definitions</i>	4
Plan Component 3: <i>Policy Statement</i>	6
Plan Component 4: <i>Delegation of Responsibility, Authority and Compliance</i>	7
Plan Component 5: <i>Advisory Committee</i>	9
Plan Component 6: <i>Complaints</i>	10
Plan Component 7: <i>Notification to District Employees</i>	11
Plan Component 8: <i>Training for Screening/Selection Committees</i>	12
Plan Component 9: <i>Annual Written Notice to Community Organizations</i>	13
Plan Component 10: <i>Institutional Commitment to Diversity</i>	14
Plan Component 11: <i>Workforce Analysis and Applicant Pools</i>	15
Plan Component 12: <i>Faculty and Administrator Selection Policies</i>	19
Plan Component 13: <i>Classified Employee Hiring</i>	31
Plan Component 14: <i>Reasonable Accommodations for Employees with Disabilities</i>	35
Plan Component 15: <i>Annual Certification to Chancellor's Office</i>	36

PLAN COMPONENT 1: INTRODUCTION

The Los Angeles Community College District (LACCD) Equal Employment Opportunity Plan (Plan) was adopted by the Board of Trustees on (DATE). The Plan reflects the District's commitment to equal employment opportunity and creating a working and academic environment which is welcoming to all. It is through an educational experience in an inclusive environment, that our students will be better prepared to work and live in our present global society.

The Plan contains procedures for the hiring of academic and classified staff; the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to EEO programs; complaint procedures relating to unlawful discrimination; establishment of an EEO Advisory Committee; Faculty and Staff Diversity Committee; methods to support EEO and an environment that is welcoming to all; and procedures for dissemination of the Plan.

To properly serve a growing diverse population, the District endeavors to hire, promote, and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of a continually changing student body it services.

Dr. Francisco C. Rodriguez
Chancellor
Los Angeles Community College District

PLAN COMPONENT 2: DEFINITIONS

A. *Business Necessity*: Circumstances which justify an exception to the requirements of Section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity does not exist where there is an alternative that will serve business needs equally well.

B. *Diversity*: Means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.

C. *Equal Employment Opportunity (EEO)*: Means that all qualified individuals have a full and fair opportunity to complete for hiring and promotion and to enjoy the benefits of employment with the District. EEO should exist at all levels and in all job categories listed in Section 53004(a). Ensuring EEO also involved creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, Section 53000 et seq.

D. *EEO Plan*: A written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

E. *EEO Programs*: All the various methods by which EEO is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of Section 53006.

F. *Ethnic Group Identification*: An individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

G. *In-house or Promotional Only Hiring*: Only existing District employee are allowed to apply for a position.

H. *Person with a Disability:* Any person who (1) has a physical or mental impairment as defined in California Government Code, Section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a "disability" is "limited" if the condition makes the achievement of the major life activity difficult.

I. *Reasonable Accommodation:* The efforts made on the part of the District to remove artificial or real barrier, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in Section 53025.

J. *Screening or Selection Procedures:* Any job-related measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

PLAN COMPONENT 3: *POLICY STATEMENT*

It is the LACCD's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economical status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects the diversity of the state's adult population and is welcoming to men, women, persons with disabilities, military veterans, and individuals from all ethnic and other groups as specified in the preceding paragraph to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board delegates to the Chancellor the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to federal and state laws.

Reference: Education Code 87100, et seq.; Title 5, 53000, et seq.

PLAN COMPONENT 4: *Delegation of Responsibility, Authority and Compliance*

It is the goal of the Los Angeles Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every constituency group of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth as follows:

1. *Board of Trustees*

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. *Chancellor*

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. *Director, Office for Equity, Diversity & Inclusion*

The District designates the Director, Office for Equity, Diversity & Inclusion (*Director*) as the person who is responsible for the day-to-day implementation of the Plan. The District will give notice if the designation of the EEO Officer changes. The Director is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, Sections 53000 et seq. The Director is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

4. *Equal Employment Opportunity Advisory Committee*

The District will establish an *Equal Employment Opportunity Advisory Committee* to act as an advisory body to the Director and the District as a whole to promote understanding and support of EEO policies and procedures. The EEO Advisory Committee shall assist in the

implementation of the Plan in conformance with state and federal regulations and guidelines, monitor EEO progress, and provide suggestions for Plan revisions as appropriate.

5. *Agents of the District*

Any organization or individual, whether or not an employee of the District who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

6. *Good Faith Effort*

The District shall make a continuous good faith effort to comply with all the requirements of its *Plan*.

PLAN COMPONENT 5: *Advisory Committee*

The *Director* will establish an Equal Employment Opportunity Advisory Committee (EEO Advisory Committee) to assist in the implementation of the *Plan*. The committee shall include a diverse membership whenever possible. The committee will be composed of one faculty member appointed by the District Academic Senate; one faculty member appointed by the faculty AFT union; one classified member appointed by each of the classified unions; one administrator appointed by the Teamsters; one Compliance Officer appointed by the *Director*; and one unrepresented member voted by all unrepresented members. The membership may be by one or two members appointed by the *Director*. When necessary or for appropriate committee business, the committee shall be expanded to include ex officio members including the Vice Chancellor of Human Resources, the Director of the Personnel Commission, and the ADA Compliance Administrator.

The EEO Advisory Committee shall hold a minimum of two (2) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. The terms of office for the voting members shall be for two years. Recommendations to the Board of Trustees and the Chancellor.

In order to support and promote equal opportunity, nondiscrimination, retention and diversity, the committee may sponsor events, training, or other activities. The *Director*, or his designee, shall train the EEO Advisory Committee on equal employment compliance, including Title 5 regulations regarding equal employment opportunity and state and federal non-discrimination laws; the educational benefits of a diverse workplace; and, the role of the advisory committee in carrying out the Plan, and the Plan itself.

PLAN COMPONENT 6: *Complaints*

A. COMPLAINTS ALLEGING VIOLATIONS OF THE EQUAL EMPLOYMENT OPPORTUNITY REGULATIONS (SECTION 53026)

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated¹:

1. Any person who believes that the equal employment regulations have been violated may file a written complaint describing the alleged violation in detail;
2. All complaints shall be signed and dated by the complainant and shall contain, the names of the individual(s) involved, the dates(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation;
3. Complaints involving the current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than 60 days after such occurrence unless the complainant can verify a compelling reason for the District to waive the 60 day limitation;
4. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of the alleged violation and no later than 90 days after such occurrence unless the violation is ongoing;
5. The District may return without any action any inadequate complaints that do not state a clear violation of the EEO regulations. All returned complaints must include a statement of the reason(s) for returning the complaint without action;
6. Complaints shall be filed with the *Director*. If the complaint involves the *Director*, the complaint may be filed with the Chancellor. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within 90 days of the filing of the complaint. The Director will give notice of all written complaints to the Chancellor's Office upon receipt.

B. COMPLAINTS ALLEGING UNLAWFUL DISCRIMINATION (SECTION 59300)

Complaints filed under section 53026 alleging unlawful discrimination, shall be processed according to the requirements of section 59300 et. al., at:

<http://www.laccd.edu/FacultyStaff/diversity/Pages/Discrimination.aspx>

¹ The equal employment opportunity regulations are found in California Code of Regulations, Title 5, section 53000 et seq.

PLAN COMPONENT 7: *Notification to District Employees*

The commitment of the LACCD to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the *Plan*. The policy statement is posted on the Office for Diversity, Equity & Inclusion and Human Resources' websites and is printed in all employment announcements recruitment materials. The *Plan* and subsequent revisions will be distributed to the District's Board of Trustees, Chancellor, College Presidents, administrators, the academic senate presidents, union representatives and members of the EEO Advisory Committee. The *Plan* will be available on the District's website, and when appropriate may be distributed by campus bulletins or e-mail. Each year, the District office will provide all employees with a copy of the Board's EEO Policy Statement (located in Plan Component 3 of the *Plan*) and written notice summarizing the provisions of the District's EEO Plan. The Human Resources Department will provide all new employees with a written notice of the *Plan* when they commence their employment with the District.

The notice will contain the following provisions:

1. The importance of the employee's participation and responsibility in ensuring the *Plan's* implementation.

2. The availability of the *Plan* on the District website, at the Office of the Chancellor and College Presidents, and the Office for Diversity, Equity & Inclusion and Human Resources Department.

PLAN COMPONENT 8: *Training for
Screening/Selection
Committee*

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on EEO (section 5300 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's EEO Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias.

Each committee member serving in the above capacities will be required to participate in a recruitment training session or sessions each time he or she is appointed to a screening/selection committee. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. Other periodic training may be offered for those who might serve on a selection committee.

The *Director* is responsible for organization and verification of the required training. Any individual, whether or not he or she is an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees is subject to the EEO requirements of Title 5 and the District's EEO Plan.

PLAN COMPONENT 9: *Annual Written Notice to
Community Organizations*

The *Director* will provide annual written notice to appropriate community-based and professional organizations concerning the *Plan*. The notice will inform these organizations how they can access or obtain a copy of the *Plan* and shall solicit their assistance in identifying diverse qualified candidates. The notice will include the EEO Policy Statement and an Internet link to the *Plan*. The notice will also include the Internet address where the District advertises its job openings and contact information to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. The *Director* will maintain a list of organizations which will receive this notice.

PLAN COMPONENT 10: *Institutional Commitment to Diversity*

The District acknowledges that various approaches are required to fulfill its mission of ensuring EEO and the creation of a diverse workforce. EEO means all qualified individuals have a fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. EEO should exist at all levels and in all job categories. This also requires creating an environment that fosters cooperation, democracy, and free expression of ideas welcoming to men, women, persons with disabilities, and individuals from groups protected from discrimination.

The District will promote learning opportunities and personal growth in the area of diversity and establish and maintain the desired academic and working environment. The District's diversity programs may include, but are not limited to, the following activities:

1. Conduct campus climate surveys of faculty, staff, administrators, and students.
2. Present guest speakers on diversity topics and issues relevant to District employees.
3. Highlight the District's EEO and diversity policies in job announcements and in recruitment, marketing and other publications.
4. Maintain the department website, promoting diversity events and informing faculty and staff about diversity and EEO programs, policies, and practices.
5. Provide continuous diversity/equity and EEO training opportunities for faculty, staff, and administrators.
6. In addition to the Project MATCH student intern program, encourage, develop and support mentor programs for faculty and staff that serve to develop leadership potential in faculty, staff and students from underrepresented and diverse groups.
7. Conduct outreach to student, professional, community and other organizations that represent the diverse community the District serves.

PLAN COMPONENT 11: *Workforce Analysis and Applicant Pools*

The Office for Diversity, Equity & Inclusion will annually monitor the district's workforce composition and applicant pools for employment on an ongoing basis to evaluate the District's progress in implementing *Plan*, to provide data needed for the analysis required by this *Plan*, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Black/African-Americans, Hispanics/Latino, Caucasians.

For purposes of the analysis, applicants and employees are afforded the opportunity to voluntarily identify their gender, ethnic group identification and, if applicable, their disability. The composition of the initial applicant pool is recorded and reviewed by the *Director* or designee. Persons may designate as many ethnicities as they identify with. This information is kept confidential and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s). At least every three years the Plan is reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

1. Executive/Administrative/Managerial
2. Full-Time Faculty
3. Professional Non-faculty
4. Secretarial/Clerical
5. Technical and Paraprofessional
6. Skilled Crafts
7. Service and Maintenance

LONGITUDINAL ANALYSIS (to be completed after we receive comparative data).

The District's workforce and applicant pools for fiscal year 2014-2015 are as follows:

LACCD EEO Plan DRAFT

LOS ANGELES COMMUNITY COLLEGE DISTRICT APPLICANT TRACKING NUMBER OF APPLICANTS																						
EEO-6 CATEGORY	TOTAL		TOTAL		TOTAL		ASIAN/PAC.		ALAS.NATIVE/ AMER. INDIAN		OTHER/ UNKNOWN											
	TOTAL	FEM	MALE	OTHER/UNKNOWN	BLACK	HISPANIC	ISLANDER	AMER. INDIAN	WHITE	UNKNOWN												
	#	%	#	%	#	%	#	%	#	%	#	%										
EXEC/ADMIN/MAN AGERIAL	1848	12.60%	480	25.97%	648	35.06%	720	38.96%	301	16.29%	258	13.96%	130	7.03%	2	0.11%	374	20.24%	783	42.37%		
Faculty	4709	32.10%	843	17.90%	751	15.95%	3115	66.15%	339	7.20%	410	8.71%	186	3.95%	3	0.06%	556	11.81%	3215	68.27%		
PROFESSIONAL/NO N-FACULTY	1815	12.37%	897	49.42%	770	42.42%	148	8.15%	316	17.41%	354	19.50%	346	19.06%	0	0.00%	426	23.47%	373	20.55%		
SECRETARIAL/CLERI CAL	2773	18.9%	1875	67.62%	780	28.13%	118	4.26%	575	20.74%	975	35.16%	271	9.77%	10	0.36%	568	20.48%	374	13.49%		
TECHNICAL/PARAPR OFESSIONAL	2485	16.9%	1395	56.14%	947	38.11%	143	5.75%	518	20.85%	687	27.65%	232	9.34%	16	0.64%	597	24.02%	435	17.51%		
SKILLED CRAFTS	118	0.8%	0	0.00%	110	93.22%	8	6.78%	18	15.25%	57	48.31%	7	5.93%	1	0.85%	20	16.95%	15	12.71%		
SERVICE MAINTENANCE	922	6.3%	176	19.09%	707	76.68%	39	4.23%	399	43.28%	283	30.69%	48	5.21%	2	0.22%	79	8.57%	111	12.04%		
TOTAL	14670	100%	5666	38.6%	4713	32.13%	4291	29.25%	2466	16.81%	3024	20.61%	1220	8.32%	34	0.23%	2620	17.86%	5306	36.17%		

LACCD EEO Plan DRAFT

Los Angeles Community College District (LACCD) WorkForce Analysis for Fall 2014 * Based on an Unduplicated Count of Employees (As of April 27, 2015)

LOS ANGELES PIERCE COLLEGE

EEO - 6 CATEGORY	Female		Male		Total		American Indian or Alaska Native		Asian/Pacific Islander		Black or African American		Hispanic/ Latino		White		Two or More Races		Other/ Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/Administrative/Managerial	7	42.08%	9	57.92%	16	100.00%	0	0.00%	2	10.83%	1	5.94%	2	11.32%	8	49.53%	0	0.00%	3	22.39%
Faculty & Other Instructional Staff - Full-Time ^	127	59.50%	89	40.50%	216	100.00%	1	0.43%	13	6.23%	9	4.27%	20	9.00%	155	70.53%	2	0.94%	16	8.60%
Faculty & Other Instructional Staff - Part-Time ^^	234	50.12%	245	49.88%	479	100.00%	0	0.00%	34	7.42%	21	4.55%	45	9.86%	339	68.89%	2	0.48%	38	8.79%
Professional Non-Faculty	8	54.24%	6	45.76%	14	100.00%	0	0.00%	5	33.11%	3	23.07%	2	15.82%	4	28.00%	0	0.00%	0	0.00%
Secretarial/Clerical	80	71.30%	31	28.70%	111	100.00%	0	0.00%	20	17.85%	6	5.29%	28	25.77%	50	44.01%	1	1.04%	6	6.05%
Service / Maintenance	10	15.76%	52	84.24%	62	100.00%	0	0.00%	12	18.76%	13	20.35%	19	30.52%	11	17.80%	1	1.87%	6	10.69%
Skilled Crafts	0	0.00%	14	100.00%	14	100.00%	0	0.00%	2	15.54%	2	13.54%	3	22.36%	6	39.92%	0	0.00%	1	8.65%
Technical/Paraprofessional	42	46.48%	49	53.52%	91	100.00%	1	0.98%	9	9.67%	4	4.53%	13	14.38%	55	59.17%	1	1.00%	8	10.26%
Grand Total	508	51.27%	495	48.73%	1003	100.00%	2	0.18%	97	9.72%	59	5.93%	132	13.38%	628	61.24%	7	0.76%	78	8.79%

LOS ANGELES SOUTHWEST COLLEGE

EEO - 6 CATEGORY	Female		Male		Total		American Indian or Alaska Native		Asian/Pacific Islander		Black or African American		Hispanic/ Latino		White		Two or More Races		Other/ Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/Administrative/Managerial	5	39.58%	8	60.42%	13	100.00%	0	0.00%	2	14.71%	3	20.96%	1	8.13%	2	14.54%	0	0.00%	5	41.14%
Faculty & Other Instructional Staff - Full-Time ^	46	62.79%	29	37.21%	75	100.00%	0	0.00%	5	6.47%	36	45.28%	9	12.29%	15	19.74%	0	0.00%	10	16.21%
Faculty & Other Instructional Staff - Part-Time ^^	144	55.83%	115	44.17%	259	100.00%	0	0.00%	11	4.03%	77	27.57%	34	12.35%	38	14.27%	0	0.00%	99	41.78%
Professional Non-Faculty	5	68.71%	2	31.29%	7	100.00%	0	0.00%	1	13.35%	4	55.37%	2	31.28%	0	0.00%	0	0.00%	0	0.00%
Secretarial/Clerical	33	71.75%	13	28.25%	46	100.00%	0	0.00%	2	4.94%	21	42.89%	11	23.60%	2	3.90%	0	0.00%	10	24.66%
Service / Maintenance	7	24.31%	25	75.69%	32	100.00%	0	0.00%	2	5.34%	18	54.68%	1	2.77%	3	8.21%	0	0.00%	8	29.00%
Skilled Crafts	0	0.00%	6	100.00%	6	100.00%	0	0.00%	1	20.11%	0	0.00%	4	64.00%	1	15.89%	0	0.00%	0	0.00%
Technical/Paraprofessional	20	45.70%	23	54.30%	43	100.00%	0	0.00%	4	8.03%	25	59.21%	6	13.47%	4	8.77%	0	0.00%	4	10.53%
Grand Total	260	54.46%	221	45.54%	481	100.00%	0	0.00%	28	5.52%	184	35.99%	68	13.58%	65	13.05%	0	0.00%	136	31.85%

LOS ANGELES TRADE TECHNICAL COLLEGE

EEO - 6 CATEGORY	Female		Male		Total		American Indian or Alaska Native		Asian/Pacific Islander		Black or African American		Hispanic/ Latino		White		Two or More Races		Other/ Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/Administrative/Managerial	7	48.73%	7	51.27%	14	100.00%	0	0.00%	0	0.00%	3	19.91%	2	14.37%	4	24.59%	0	0.00%	5	41.14%
Faculty & Other Instructional Staff - Full-Time ^	93	49.18%	97	50.82%	190	100.00%	2	0.99%	23	11.72%	34	17.15%	38	19.64%	61	30.45%	2	0.95%	32	20.06%
Faculty & Other Instructional Staff - Part-Time ^^	104	38.40%	174	61.60%	278	100.00%	1	0.28%	18	6.32%	50	16.41%	29	10.68%	96	31.45%	1	0.42%	83	34.44%
Professional Non-Faculty	9	66.51%	5	33.49%	14	100.00%	0	0.00%	5	34.94%	3	22.61%	3	19.41%	1	5.93%	0	0.00%	2	17.10%
Secretarial/Clerical	73	74.81%	23	25.19%	96	100.00%	1	0.89%	12	11.73%	33	32.71%	30	31.01%	7	7.89%	0	0.00%	13	15.78%
Service / Maintenance	7	13.53%	49	86.47%	56	100.00%	0	0.00%	0	0.00%	26	43.23%	10	16.66%	2	3.65%	0	0.00%	18	36.46%
Skilled Crafts	0	0.00%	13	100.00%	13	100.00%	0	0.00%	1	7.51%	0	0.00%	5	39.07%	6	44.00%	0	0.00%	1	9.41%
Technical/Paraprofessional	45	53.44%	41	46.56%	86	100.00%	0	0.00%	7	7.72%	19	21.51%	28	31.65%	12	12.97%	0	0.00%	20	26.14%
Grand Total	338	45.55%	409	54.45%	747	100.00%	4	0.46%	66	8.43%	168	21.22%	145	19.09%	189	23.52%	1	0.16%	174	27.12%

LOS ANGELES VALLEY COLLEGE

EEO - 6 CATEGORY	Female		Male		Total		American Indian or Alaska Native		Asian/Pacific Islander		Black or African American		Hispanic/ Latino		White		Two or More Races		Other/ Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/Administrative/Managerial	9	55.04%	7	44.96%	16	100.00%	0	0.00%	2	13.68%	3	17.79%	3	17.66%	6	39.07%	0	0.00%	2	11.81%
Faculty & Other Instructional Staff - Full-Time ^	101	54.95%	83	45.05%	184	100.00%	2	1.06%	19	10.78%	16	8.53%	27	14.72%	110	59.24%	2	0.95%	8	4.72%
Faculty & Other Instructional Staff - Part-Time ^^	207	51.57%	207	48.43%	414	100.00%	0	0.00%	37	8.91%	15	3.86%	41	10.24%	272	63.62%	4	1.12%	45	12.24%
Professional Non-Faculty	5	42.81%	6	57.19%	11	100.00%	0	0.00%	2	16.44%	3	27.31%	0	0.00%	3	24.30%	0	0.00%	3	31.95%
Secretarial/Clerical	77	70.68%	30	29.32%	107	100.00%	0	0.00%	11	9.53%	10	10.12%	30	27.92%	44	39.82%	2	1.94%	10	10.67%
Service / Maintenance	6	13.63%	39	86.37%	45	100.00%	0	0.00%	1	2.50%	12	26.65%	15	32.74%	8	16.26%	1	1.96%	8	19.88%
Skilled Crafts	0	0.00%	12	100.00%	12	100.00%	0	0.00%	0	0.00%	1	8.31%	2	16.08%	8	65.24%	0	0.00%	1	10.37%
Technical/Paraprofessional	90	52.70%	82	47.30%	172	100.00%	0	0.00%	14	8.20%	13	7.44%	40	22.78%	87	50.38%	2	1.28%	16	9.92%
Grand Total	495	52.07%	466	47.93%	961	100.00%	2	0.19%	86	8.94%	73	7.67%	158	16.50%	538	54.67%	11	1.21%	93	10.83%

WEST LOS ANGELES COLLEGE

EEO - 6 CATEGORY	Female		Male		Total		American Indian or Alaska Native		Asian/Pacific Islander		Black or African American		Hispanic/ Latino		White		Two or More Races		Other/ Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/Administrative/Managerial	6	35.28%	10	64.72%	16	100.00%	0	0.00%	2	12.19%	3	19.75%	2	11.67%	8	50.15%	0	0.00%	1	6.24%
Faculty & Other Instructional Staff - Full-Time ^	57	56.04%	45	43.96%	102	100.00%	0	0.00%	14	13.75%	18	16.38%	13	12.36%	41	38.78%	0	0.00%	16	18.74%
Faculty & Other Instructional Staff - Part-Time ^^	139	51.49%	137	48.51%	276	100.00%	0	0.00%	30	10.64%	41	14.39%	17	6.13%	110	37.32%	0	0.00%	78	31.52%
Professional Non-Faculty	7	54.08%	6	45.92%	13	100.00%	0	0.00%	3	21.31%	2	13.89%	1	7.09%	3	20.67%	0	0.00%	4	37.04%
Secretarial/Clerical	42	67.89%	19	32.11%	61	100.00%	0	0.00%	6	9.21%	18	26.89%	16	26.56%	7	11.50%	1	1.50%	13	24.79%
Service / Maintenance	6	15.17%	34	84.83%	40	100.00%	0	0.00%	2	4.21%	11	25.04%	5	11.64%	1	2.17%	0	0.00%	21	56.95%
Skilled Crafts	0	0.00%	8	100.00%	8	100.00%	0	0.00%	0	0.00%	0	0.00%	3	37.37%	3	33.26%	0	0.00%	2	29.38%
Technical/Paraprofessional	65	57.31%	47	42.69%	112	100.00%	1	0.96%	9	7.16%	32	28.93%	24	21.08%	28	24.06%	4	3.99%	14	13.82%
Grand Total	322	51.45%	306	48.55%	628	100.00%	1	0.18%	66	10.03%	125	19.22%	81	12.71%	201	30.16%	5	0.88%	149	26.83%

NOTES:

* Percentages reflect the percentage amount each value is of the total for each row.

Data based on BW Y53 and E92 runs on April 24, 2015 for total count of active employees that were paid for the month of September 2014.

If employee had multiple assignments and locations, the employee was allocated to a particular location, job and full-time or part-time status based on the assignment with the highest pay for September 2014.

^ Full-time Faculty & Other Instructional Staff include those faculty with limited, probationary and tenured full-time assignments.

^^ Part-time faculty are primarily adjunct instructors, counselors and librarians.

PLAN COMPONENT 12: *Faculty and Administrator Selection Policies*

BOARD RULES, CHAPTER X, ARTICLE III

10301. SELECTION AND ASSIGNMENT OF FACULTY.

It is the policy of the District to employ faculty members who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Those individuals must be sympathetic and sensitive to the racial and cultural diversity of the populations the colleges serve, and they should generally reflect that diversity themselves. In addition, they must be well prepared to respond to the educational needs of all the special populations served by the District's colleges.

Selection and assignment of faculty shall be based on job-related factors which include qualifications and capabilities. The use of any degree of personal, political, or social influence to secure selection or assignment to a faculty position, or the urging of any consideration other than fitness for the work as a ground for selection or assignment is unprofessional conduct and is strictly forbidden.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10302. EVALUATION OF ELIGIBILITY FOR EMPLOYMENT OF FACULTY.

Faculty shall be employed on the basis of competitive evaluation conducted under the general oversight of the Division of Human Resources and the president where the position to be filled exists. The process of evaluating individuals for eligibility for employment as faculty members shall be in accordance with hiring procedures that meet the standards and requirements set forth in Board Rule 10304, applicable provisions of the Education Code, Title 5 of the California Administrative Code, and relevant Personnel Guides adopted under these Board Rules.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10302. EVALUATION OF ELIGIBILITY FOR EMPLOYMENT OF FACULTY.

Faculty shall be employed on the basis of competitive evaluation conducted under the general oversight of the Division of Human Resources and the president where the position to be filled exists. The process of evaluating individuals for eligibility for employment as faculty members shall be in accordance with hiring procedures that meet the standards and requirements set forth in Board Rule 10304, applicable provisions of the Education Code,

Title 5 of the California Administrative Code, and relevant Personnel Guides adopted under these Board Rules.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10303. MAINTENANCE OF CONTINUOUS FACULTY RECRUITMENT; CREATION OF A DISTRICT RECRUITMENT POOL OF POTENTIAL APPLICANTS.

The Division of Human Resources shall develop and maintain a District recruitment pool consisting of a diverse group of potential applicants for faculty positions as a resource for faculty searches. The Division shall also assist the colleges in making effective use of the pool whenever the colleges seek to fill a faculty position.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10304. FACULTY HIRING.

The Board and the faculty, represented by the Academic Senate, share the responsibility for developing and implementing policies and procedures governing the hiring process. This policy, developed and agreed to jointly by representatives of the Board of Trustees and the District Academic Senate, shall govern the selection of faculty at the colleges within the District. For the purposes of this policy, the term "President" means the President of a college or his or her designees, and the term "Academic Senate" means the college Academic Senate.

The Board has the primary legal and public responsibility for ensuring an effective hiring process. As reflected in State law, faculty have an inherent professional responsibility in the development and maintenance of the quality of the District's and colleges' educational programs and services. For that reason, significant and meaningful faculty participation in the hiring process is essential, and it is the Board's expectation that faculty recommendations regarding the qualifications, experience, and desirability of candidates for faculty positions will normally be accepted. Nevertheless, the President shall exercise formal decision-making authority in the hiring process, and all recommendations regarding faculty hiring shall be advisory to the President. No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

- A. the minimum qualifications for that assignment specified by the Board of Governors of the California Community Colleges (the State Qualifications),
or
- B. qualifications that are at least equivalent to the relevant State Qualifications.
- C. qualifications set by statute or regulation; and

D. in addition to other minimum qualifications specified in sections A, B and C, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current valid certificate to work or a license to practice in California. Such requirements shall be adopted whenever the instructor's possession of such a certificate or license is required for program or course approval by the Chancellor's Office of the California Community Colleges or an external approving/accrediting agency or when current occupational certification is essential for effective instruction, as determined by mutual agreement between the Board of Trustees and District Academic Senate.

The colleges shall conduct faculty hiring in a way that takes into account the District's equal employment opportunity obligations, its goal to employ a diverse faculty, and its commitment to affirmatively recruit individuals from groups that are historically under-represented among the faculty at a college or within a discipline. Search/selection committee participants shall complete appropriate training in equal employment opportunity and affirmative action principles.

**Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01
Amended 10-05-05**

10304.1 Probationary (Contract) Faculty Hiring.

1.0 Position Identification and Prioritization

The need to consider filling a faculty position can arise under many circumstances as determined by the college. To provide a means by which those needs will be addressed at a college, the President working in collaboration with the Academic Senate shall develop college procedures specifying how proposals to fill contract faculty positions at the college will be prepared, the criteria that will be used to evaluate the proposals, and the process by which proposals will be reviewed and approved. The procedures adopted by each college should be designed and implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well before the beginning of the academic term during which the new contract faculty member will begin work.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

2.0 College Procedures for Hiring Probationary (Contract) Faculty

The President and Academic senate at each college shall develop mutually acceptable written procedures governing the search and selection process for contract faculty that comply with the following minimum requirements and any relevant Personnel Guides adopted under this Board Rule:

- 2.1 The procedures shall incorporate provisions that ensure that the responsibility for recruiting and selecting well-qualified faculty is a joint responsibility of the faculty and the administration. The procedures shall also require all those involved in the hiring process to adhere to the following fundamental criteria when reviewing application materials, conducting interviews, or otherwise evaluating candidates:
 - A. the extent to which the candidate has command of, or brings expertise in, the discipline or subject area in which he or she will be employed;
 - B. the candidate's demonstrated ability as, or potential to become, a skilled teacher, counselor, librarian or other support professional; and
 - C. the degree to which the candidate will contribute, directly and indirectly, to the diversity of the college, division, and discipline in which he or she will be employed.

- 2.2 Under the college procedures, the first step in initiating a search shall be the formation of a search/selection committee composed of at least three members, a majority of whom shall be faculty members in the discipline (or, if the Academic Senate deems it appropriate, closely related disciplines) of the position to be filled, and a non-voting affirmative action representative. Working with the members of the discipline, the search/selection committee shall prepare a job announcement to be used in announcing the job opening for approval by the President. The job announcement shall describe at a minimum:
 - A. the duties and responsibilities the contract faculty member will be expected to assume;
 - B. the minimum qualifications for the position established by the Board of Governors of the California Community Colleges (the "State Qualifications");
 - C. the knowledge, skill and ability a successful candidate should possess; and
 - D. other characteristics the college determines to be desirable including, but not limited to, a sensitivity to and understanding of the special populations the college serves.

- 2.3 While the job announcement shall fully describe the desirable academic preparation, experience and other characteristics sought in a candidate, the minimum qualifications specified in the announcement shall be the same as the State Qualifications. The committee may, however, add to the State Qualifications any appropriate language requiring evidence of a) the ability to communicate and work effectively with people of diverse cultures and language groups and b) sensitivity to individuals who come from diverse academic, socioeconomic, cultural and ethnic backgrounds, including those who have disabilities.
- 2.4 The recruitment period for each search should be several months long (preferably beginning in the early spring for positions that are anticipated to be filled for the subsequent fall term, or at least a full semester in advance of the start of the assignment for other positions) but the procedures shall specify a recruitment period of no fewer than six weeks.
- 2.5 The procedures shall identify decision points at which the overall size and diversity of the pool will be reviewed to determine if they are satisfactory based on availability data, diversity goals, and other relevant factors. Following such a review, if the President determines that the size or diversity of the pool of candidates who responded to the college's job announcement is not satisfactory, the procedures shall require an extension of the recruitment period. In that event, the procedures shall also require the search/selection committee to initiate additional recruitment efforts.
- 2.6 To be considered as a candidate for a faculty position, all applicants must submit to the District or the college a cover letter summarizing the candidate's qualifications for the position along with a completed application for employment on a form specified by the District; *transcript(s) from an accredited institution*; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and any other relevant information specified in the job announcement.
- 2.7 The procedures shall identify the manner in which the search/selection committee will review application materials and invite candidates to meet with the committee for an interview or participate in any other skills demonstration or evaluation process required by the committee.

The invited candidates will be those who, as determined by the search/selection committee best meet the qualifications for the position; possess the highest degree of knowledge, skill and

ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State qualifications will not guarantee an interview.

- 2.8 Under the procedures, the search/selection committee shall be charged with recommending finalists to the President. The number of candidates the search/selection committee is expected to recommend as finalists, and the manner in which those finalists will be reviewed and considered shall also be set forth in the procedures. The college procedures shall include background and reference checks before a finalist is selected for hire.
- 2.9 The procedures shall address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal shall be to ensure that communication with candidates occurs in a timely and professional manner. This responsibility rests primarily with the President.
- 2.10 An offer of employment cannot be extended to a candidate until the request to appoint the recommended candidate is approved by the Chancellor or, if appropriate, by the Board.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10304.2 Temporary Faculty Hiring: Long Term Substitutes and Limited Status Faculty.

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for long term substitutes and limited status faculty that comply with the minimum standards set forth in Section 2.0 of Board Rule 10304 regarding Faculty Hiring (and any relevant Personnel Guides adopted under those sections), with the exception that the recruitment period for long term substitute and limited status faculty positions may be fewer than six weeks, but no fewer than three weeks.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10304.3 Temporary Faculty Hiring: Hourly Rate Faculty.

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for hourly rate faculty. The procedures should be designed and implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well in advance of the

starting date of the hourly rate assignment for which the faculty member is being employed. However, the procedures also need to provide for the fact that early recruitment and selection of hourly rate faculty is occasionally impractical. For that reason, the procedures need to provide appropriate flexibility to those involved in the hiring process so that they are able to identify and hire hourly rate faculty in a timely manner when that is necessary.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10304.4 Acknowledgements.

Nothing in this rule shall be construed as impinging upon the due process rights of faculty, or as detracting from any negotiated agreement between the faculty's collective bargaining representative and the Board of Trustees.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10304.5 Amendments and Revisions

- 1.0 The Board shall consult with the District Academic Senate before adopting any amendment to or revision of this Board Rule, and in acting on any proposed amendment or revision, the Board shall rely primarily on the advice of the Academic Senate.
- 2.0 The Chancellor or his or her designee shall consult with representatives of the Academic Senate in developing any Personnel Guides or similar administrative regulations implementing this Board Rule. The Chancellor or his or her designee shall also consult with representatives of the District Academic Senate before amending or revising any such Personnel Guide or administrative regulation.

Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01

10305. THE EQUIVALENCE POLICY FOR FACULTY QUALIFICATIONS.

No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

- A. the minimum qualifications for that assignment specified by the Board of Governors of the California Community Colleges (the State Qualifications),
or
- B. qualifications that are at least equivalent to the relevant State Qualifications.

- C. It is the expectation of the Board that nearly all faculty members will be able to establish their qualifications to perform a faculty service by demonstrating possession of the exact degree or experience specified in the State Qualifications, and that only rarely will candidates need to establish their qualifications through the equivalence process. The equivalence process is not intended to raise or lower State Qualifications, nor is it a means to waive State Qualifications.

The Chancellor, in consultation with the District Academic Senate, will establish procedures under which current and prospective faculty members may seek a determination that they possess qualifications that are at least equivalent to the relevant State Qualifications. A determination reached through the procedures shall be deemed to be a determination of the Board unless, on appeal, the Board itself chooses to review the decision and, after receiving written recommendations from the District Academic Senate and the Chancellor, render a decision on the matter itself. If, for compelling reasons, the Board's decision is contrary to the DAS recommendation, the Board will provide a written explanation to the DAS.

**Adopted 11-24-70; Amended 01-29-92; Amended 02-14-01;
Amended 06-23-04**

10306. FILLING VACANCIES WITH EXISTING EMPLOYEES.

The District may fill any vacant position by the transfer of existing faculty, consistent with the Education Code and any negotiated agreement between the collective bargaining representative and the Board of Trustees, at any point in the hiring process prior to the issuance of a job offer to the candidate.

Adopted 11-24-70; Amended 01-29-92

10306.5 Selection of Entrance-Level Substitutes.

Selection of certificated entrance-level substitutes shall be from the appropriate eligible list according to their availability to accept substitute employment. Candidates who are available for day-to-day substitute assignments and are approved by the Division of Human Resources shall be placed on the horizontal eligible list for day-to-day substitutes. Acceptance of a substitute, temporary, or limited assignment shall not affect the eligibility of any applicant for assignment to a probationary position. Applicants may be approved for the day-to-day substitutes list without being on the eligible list for a regular position.

Adopted 01-29-92

10307. SELECTION OF ACADEMIC ADMINISTRATORS.

Each College and the Educational Services Center shall develop written procedures governing the selection of academic administrators. Selection of employees to fill academic administrative positions at a college or the

Educational Services Center shall be made in accordance with those procedures once they have been reviewed by the Division of Human Resources and certified as meeting minimum requirements established by the Chancellor.

Adopted 11-24-70; Amended 07-24-02

10308. SELECTION OF COLLEGE PRESIDENT.

Each College President shall be selected by procedures as indicated in this Rule. The Board of Trustees may modify these procedures for a particular presidential selection by Action of the Board.

A. Initiating Action

1. In order to initiate a presidential selection, the Board of Trustees shall pass an action directing the Chancellor to begin the selection process pursuant to this Rule and pursuant to any modifications as approved by the Board, and indicating when the committee shall be formed and when the process is expected to be completed.
2. When so directed by Board Action, the Chancellor will promptly initiate, and supervise through its conclusion, a nationwide search for a President.
3. If an interim President was appointed, the person who served as the Interim President shall be eligible to apply for the regular appointment unless there was an announcement or other written means of notifying applicants for an interim opening that the interim appointee would be ineligible to apply for the regular position.

B. Recruitment

1. In consultation with the Board, and after having sought input from the Presidential Search Committee of the applicable college ("the College"), community representatives, and other parties he/she deems appropriate, the Chancellor will develop an announcement that, at a minimum, describes the position and the criteria to be used in selecting a successful candidate (including minimum qualifications as well as desirable skills, attributes and other personal and professional characteristics).
2. With the goal of creating a strong and diverse pool of candidates, the Chancellor will develop a recruitment and advertising plan, which may include the retention of a search consultant to assist with recruitment efforts and other appropriate aspects of the selection process. If the Chancellor proposes to retain a search consultant, he/she will recommend a consultant to the Board for its final approval.

C. Committee

1. No later than the deadline indicated in the Board Action, the Chancellor will convene a Presidential Search Committee composed of the following voting members:
 - a. A college president recommended by the Chancellor and selected by the Board;
 - b. Four faculty members from the applicable College, two of whom are selected by the College Academic Senate and two of whom are selected by the AFT College Guild;
 - c. Two classified employees from the College, one of whom is selected by the AFT College Staff Guild and one of whom is selected by an election process by the non-AFT classified employees at the College;
 - d. One student from the College selected by the Associated Student Body Organization President;
 - e. Other representative(s) as may be required by collective bargaining agreement(s);
 - f. One academic administrator from the College selected by the exclusive representative of the Academic Administrators' Unit, and one unrepresented administrator selected by the Chancellor; and
 - g. Two community representatives recommended by the Chancellor and selected by the Board.
2. Unless the Board specifies otherwise, the College President appointed to the committee shall serve as its chairperson.
3. The Chancellor will provide appropriate staffing for the process, which shall include but not be limited to an affirmative action representative as a non-voting member of the committee.
4. It is an essential responsibility of every member of the Presidential Search Committee to maintain strict confidentiality throughout the presidential selection process.
5. Configuration of the Presidential Search Committee may be reexamined in the event changes occur pursuant to subsection C(1)(e), above.

D. Committee Process

1. At the first meeting of the Presidential Search Committee (or as soon thereafter as feasible) the Board President and the Chancellor, or their designees, will

meet with the Committee to give the Committee its charge and review their expectations about the search process and its goals.

2. The Presidential Search Committee will, as requested by the Chancellor, assist in efforts to recruit a strong and diverse pool of candidates, and will review the application materials of all eligible candidates who apply or are nominated for the position. The Chancellor may recommend the extension of the search process to the Board. From the candidate pool, the Committee will interview not less than six candidates who most closely meet the qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.
3. At the conclusion of all interviews, the Presidential Search Committee will recommend at least three unranked candidates as semifinalists to the Chancellor.

E. Semifinal Process

1. The Chancellor shall review the applications of the semifinalists to determine which semifinalists to interview.
2. The Chancellor may consider additional information from background and reference checks.
3. After conducting interviews and other reviews as the Chancellor deems necessary, the Chancellor shall forward the name(s) of a finalist or finalists to the Board of Trustees for consideration.

F. Final Process

1. The Chancellor shall provide information from background and reference checks to the Board of Trustees.
2. If it is feasible, and if he/she determines that it would be worthwhile, the Chancellor may designate a small group composed of persons he/she deems to be appropriate, to visit the institutions at which the finalists currently work for the purpose of inquiring further into their background and experience.
3. The Chancellor shall advise the Board of the names of the candidates recommended by the Presidential Search Committee as semifinalists, as well as the semifinalists interviewed by the Chancellor, and shall make his or her recommendation regarding which candidate is best suited for the position.
4. In conjunction with the Chancellor, the Board will interview the finalist(s) forwarded by the Chancellor.
5. The Board may conduct further background checks or interviews as it deems appropriate. The Board may terminate the process at anytime. The Board may elect not to hire any candidate.

**Adopted 11-24-70; Amended 07-26-95; Amended 09-22-99;
Amended 08-23-00; Amended 07-24-02; Amended 01-25-06;
Amended 06-26-13**

PLAN COMPONENT 13: *Classified Employee Hiring*

Step	Action	Activities	Who	Links/Forms & Resources
1	Assess the Position	Prepare a statement of the specific duties to be assigned to the position.	Hiring Authority	Position Description
		Review the existing official class description for the position.	Hiring Authority	PC Website: Job Descriptions
		If the class description does not in general terms describe the position, consider changing the job classification of the position.	Hiring Authority/ Personnel Commission	PC Contacts Assessing and/or Creating a Classified Position
		Check SAP to insure that the characteristics of the position are correct and that the position is vacant.	Hiring Authority	
		If not, have corrections made now.	SPOC	SPOCS & SAP Help Desk
		Submit hiring freeze form to the Deputy Chancellor Office for approval.	Hiring Authority	Hiring Freeze Form
2	Request Certification of Eligibility List & Announce Transfer Opportunity	Ask Personnel Assistant to request certification of eligibility list.	Hiring Authority	Location Personnel Assistants
		Request list of eligibles from the Personnel Commission.	Personnel Assistant	Request for Certification Contacts Sample—Request for Certification

LACCD EEO Plan DRAFT

		Provide location with the names of eligibles.	Personnel Commission	Sample Certification of Eligibility List
		Post vacancy information to the Transfer Opportunities Website.	Personnel Commission	PC Transfer Website
3	Pre Interview Preparation	Identify and contact potential interviewers and determine interview date(s).	Hiring Authority and/or Personnel Assistant	Selection Committee Composition
		Make logistical arrangements for rooms, waiting area, computer use, etc.	Hiring Authority and/or Personnel Assistant	
		Contact eligibles by phone. If not reachable by phone, send 3-Day or 5-Day letters, whichever is applicable.	Personnel Assistant	Offering Interviews Phone & 3-Day or 5-Day Letter Contact
		Send interview confirmation letter to candidates.	Personnel Assistant	Sample Confirmation Letter
		Contact the Classified Examination Unit to obtain copies of job applications.	Personnel Assistant	Contact & Request Information
		Prepare potential questions to be asked of candidates.	Hiring Authority	Preparing Interview Questions & Samples Prohibited Employment Inquires & Samples
		Distribute information to interviewers.	Hiring Authority/Personnel Assistant	

LACCD EEO Plan DRAFT

4	Conduct Interviews	Host interviews.	Selection Committee	Conducting the Interview
		Complete required documents, if any.	Selection Committee/Personnel Assistant	
5	Reference Checks & Tentative Offer of Employment	Prepare questions and contact references.	Hiring Authority	Reference Checking Guide
		Identify selected eligible.	Hiring Authority	Requesting Disqualification of an Eligible
		Extend tentative offer of employment.	Hiring Authority	Extending an Offer of Employment
6	Assignment Audit	Complete and submit report of vacancy to the Personnel Commission.	Hiring Authority/Personnel Assistant	Sample Report of Vacancy
		Certify the process as meeting all legal and policy requirements.	Personnel Commission	Assignment Audit Process
7	Extend Final Offer of Employment	Contact eligible to extend final verbal offer of employment.	Hiring Authority	
		Follow up with written offer of employment in which details are confirmed.	Hiring Authority	Sample Letter
8	Prepare and/or Submit Assignment	Prepare location documentation to request assignment.	Personnel Assistant	
		Submit assignment into PCR.	Personnel Assistant	

LACCD EEO Plan DRAFT

9	Wrap Up	Prepare and send a letter to those candidates who interviewed and not selected.	Hiring Authority	Sample Letter
		Return job applications and other documentation to the Personnel Commission.	Personnel Assistant	

PLAN COMPONENT 14: REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES

1. REASONABLE ACCOMMODATIONS

Applicants and employees with disabilities² shall receive reasonable accommodations consistent with the requirements of Government Code, Sections 11135 et seq. and 12940(m); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act (ADA). Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

The ADA Administrator Coordinator is responsible for handling requests for accommodations from current employees as well as from applicants seeking such accommodations during the application process. Requests can be made on the “Request for Reasonable Accommodation” form. (See, Administrative Regulation B-32 at:

<http://www.laccd.edu/about/documents/administrativeregulations/B-32.PDF.>)

2. ANALYSIS OF WORKFORCE AND APPLICANT DATA

Since an employees’ disability status may change during their service, every five years the college will survey current employees to collect updated information on disability status.

² See the definition of “person with a disability” in the definitions section of the *Plan*. A more detailed definition of physical and mental disability is found in Government Code, Section 12826. California has a broader definition of disability than the ADA. California also requires accommodations to be made under circumstances where accommodations might not be necessary under federal law.

PLAN COMPONENT 15: *ANNUAL CERTIFICATION TO CHANCELLOR'S OFFICE*

Annually the District shall certify to the State Chancellor's Office that it has timely complied with each of the following requirements of Title 5:

1. Recorded, reviewed and reported the data required regarding qualified applicants pools;
2. Reviewed and updated, as needed, the strategies component of the District's EEO plan;
3. Investigated and appropriately responded to formal harassment and discrimination complaints filed pursuant to Title 5 (commencing with Section 59300).