

Cañada College

Guidelines and Criteria for Recommending Permanent Classified Positions

Process

The process for recommending permanent classified positions is a collaborative one grounded in the shared governance process. The process starts with department managers, faculty and staff who identify the need for a position. Division deans, working with individual programs and the division as a whole, bring together and set priorities for these requests. The prioritized requests are formally presented by the appropriate Dean, Vice President or President based on the current organizational reporting structure. *Please note, externally funded positions which are required under program/grant eligibility requirements are exempt from this process. These positions will be presented to shared governance bodies as information items only.*

Recommendations for classified positions are presented by the appropriate Vice President or President to the Instruction/Student Services Council (ISSC) which consists of both Vice Presidents and all College Deans. This Council confers about the recommendations and prioritizes the positions. These recommendations then go to the Planning and Budget Committee. The Committee makes overall recommendations which are then presented to the College Council. The College Council reviews and recommends hiring to the College President. The final hiring decisions lie with the President.

The President's final hiring decisions are shared with the College Council and communicated to the divisions.

Cañada College Classified Hiring Steps

	Activity	Completed
1.	Division level: Request is made for position to Dean, VPI, VPSS or President based on organizational structure <ul style="list-style-type: none"> • Position description reviewed • Justification form prepared 	
2.	Position request presented to division for review, discussion and priorities	
3.	Dean, VPI, VPSS or President presents for discussion and approval by ISSC	
4.	Discussion at College Planning and Budget Committee by VPI, VPSS or President; recommendation to the President and College Council	
5.	College Council reviews and recommends position to President. Final hiring decisions lie with the President	
6.	If approved <ul style="list-style-type: none"> • Personnel Requisition Form (PRF) submitted to Human Resources according to District process. 	
7.	Job announcement(s) finalized and submitted by deans / hiring managers to VPI, VPSS or President based on organization structure.	
8.	Job announcement forwarded to District for advertising and recruitment	
Follow established District process for advertising and hiring classified positions until position filled		

Cañada College
Classified Hiring / Position Justification

Hiring Department: _____

Position Title _____ Classification: _____

_____ New Position _____ Existing Position _____ Existing Position – Range/Duty Change

Position type: _____ permanent _____ full time _____ # of months

_____ part time _____ % of full time _____ # of months

_____ WCIS _____ % of full time _____ # of months

Position _____ general funds

Allocation: _____ external funds* _____ Expiration Date _____
specify external program/grant

Budget Information:

Exiting employee: Grade _____ Step _____

Monthly pay of exiting employee: \$ _____

New employee: Grade _____ Step _____

Justification

Please respond to the following five questions on a separate piece of paper – preferably in Word format so justification can be electronically transmitted for review. Additional information may be provided as relevant for position justification. ****Please note, externally funded positions which are required under program/grant eligibility requirements are exempt from this process. These positions will be presented to shared governance bodies as information items only.***

1. If a new position, describe the specific need for the position, if an existing position, reaffirm need in brief statement.
2. If an existing position with a substantial change in duties, describe what duties have been added or deleted, and why this change is necessary and proposed salary range (may require District approval).
3. If applicable, explain how adding this position or changing the duties will strengthen the department.
4. What, if any alternatives to filling the position or changing the duties were considered?
5. If applicable, explain how work will be accomplished if the position is not filled or reallocated.

Please submit completed Classified Position Hiring / Justification electronically to Dean, VPI, VPSS, or President based on your department or division organizational structure.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date