1.0 Personnel Selection Objective and Responsibilities

Columbia Basin College (CBC) will adhere to personnel selection standards that ensure excellent operations, and affirm and promote diversity throughout CBC consistent with Board Policy – Equal Employment Opportunity Policy Statement.

1.1 CBC recruitment and selection processes will comply with all regulatory statutes including Title VII of the Civil Rights Act of 1964, as amended, Americans with Disabilities Act of 1990, the Uniform Guidelines for Employee Selection, Chapter 131-16 WAC, Chapter 357-19 WAC, RCW 49.60.030, and any future regulations or amendments as applicable.

1.2 The Vice President of Human Resources and Legal Affairs, or his/her designee, shall have the authority to terminate or extend recruitment as determined appropriate or necessary to ensure achievement of policy and procedural integrity.

1.3 An employing official shall receive the appropriate internal approval in consideration of budget, position allocation, position function, staffing approval, and salary prior to requesting recruitment.

2.0 Equal Employment Opportunity

CBC has the continuing responsibility to set an example of equal opportunity practices and to conduct outreach where analysis of current employment shows under representation of historically disadvantaged populations. The principles of equal employment and nondiscrimination are hereby incorporated into this procedure and the Human Resources Office shall have responsibility for monitoring compliance.

2.1 If an applicant has a physical or mental condition which requires CBC to make a reasonable accommodation for the application or screening processes, the applicant must notify the Human Resources Office at least (3) working days prior to the date of need. Screening examinations given to people who have impaired sensory, speaking, or manual skills, and who have appropriately notified CBC of their need for accommodation, shall be given the screening examination in a format and manner that does not require use of the impaired skill, unless the test is designed to measure that skill for bona fide occupational reasons.

3.0 Eligibility

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

3.1 Appointing authority: the lawful authority under WAC 357-01-025 and these procedures to make appointments of eligible persons to CBC positions.

3.2 Appointment: the assignment of eligible persons who have the skills and abilities to perform the duties of a permanent position to be filled within CBC.

3.3 Consideration: consideration will be given to internal promotional candidates and employees who are requesting a transfer or voluntary demotion prior to considering other candidates. Consideration will be limited to employees who have the skills and abilities required for the position.

3.4 Competencies: a cluster of related knowledge, skills, abilities and other personal characteristics (traits, motives and attributes) working together to produce outstanding performance in a given area of responsibility.

3.5 Skills and Abilities: Skills and abilities the applicant or employee would need on the first day of employment in order to be successful.

3.6 Employing official: the administrator or supervisor designated by the appointing authority to exercise responsibility for requesting certification, interviewing eligible candidates, and recommending appointment to the appointing authority.

3.7 Family member: includes father, mother, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, step-son, step-daughter, step-father, step-mother, child, spouse or individual living in spousal-like relationship of any other employee of CBC assigned to the same department, if such relative would directly be supervised by or be a supervisor of such employee, or where potential problems of safety, morale, security or conflicts of interest exist.

3.8 Permanent Position: an on-going, budgeted position with expectation of continuation and rights granted under statute or contract. Exempted from this definition are at-will, temporary, probationary, in-training and/or project appointment positions

3.9 Employment Category: the various categories of employment recognized by CBC, to include:

3.9.1 Classified Position: a position subject to the provisions of Chapter 41.06 RCW.

3.9.2 Part-time Position: an at-will position not otherwise defined by the other employment categories listed herein.

3.10 Promotional Candidate: any permanent CBC employee who has successfully completed his/her current trial or probationary service period and has applied for an internal position that is paid at a higher salary than his/her current position, and meets the competencies or skills and abilities and other requirements of the position applied for.

3.11 Promotional Unit: one of the following recognized CBC organizational units or institutions, inclusive of its budgetary assigned centers, programs and service units:

3.11.1 Columbia Basin College

4.0 General Standards of Qualifications

Prior to employment, the appointing authority shall be responsible to ensure that applicants possess the requisite competencies or skills and abilities as follows:

4.1 Knowledge and Technical Skills: Scholarship, with credentials verified, and/or technical skills that represent appropriate study, training and skills in the proposed area of assignment.

4.1.1 Classified scholarship and technical skills shall mean having a combination of education and technical skills determined significantly predictive of future success performing the assigned duties.

4.1.1.1 Part Time positions shall also require a combination of education and technical skills determined significantly predictive of future success performing the assigned duties.

5.0 Licensure/Certification Standards

5.1 Employees assigned duties that require special licensure and/or certification must meet all minimum licensure/certification requirements and maintain such licensure/certification as a condition of

employment pursuant to the requirements of the appropriate licensing/accrediting body, or applicable collective bargaining agreement.

6.0 Internal Layoff and Transfer Lists

6.1 Transfer Lists: Employees may request to be placed on the transfer/voluntary demotion list consistent with this procedure, unless modified by the terms of the applicable collective bargaining agreement.

6.1.1 Classified employees shall submit request in writing to the Vice President of Human Resources and Legal Affairs and shall identify the position(s) for which consideration is requested. Approved requests will be placed on the appropriate transfer list for twelve (12) months from date of application and may otherwise be removed for any reason determined appropriate by the Vice President of Human Resources and Legal Affairs. Candidates on the transfer list who possess the required competencies or skills and abilities, as identified on the job description for that position, and who have indicated the appropriate geographic availability will be forwarded to the employing official for consideration prior to recruitment.

6.2 Internal Layoff Lists: Employees may be placed on the internal layoff list consistent with this procedure, unless modified by the terms of an applicable collective bargaining agreement.

6.2.1 Classified employees are eligible for placement on the CBC internal layoff list as a result of the following occurrences:

6.2.1.1 Who are laid off or have been notified by CBC that they are scheduled to be laid off
6.2.1.2 Who accept a voluntary demotion in lieu of layoff
6.2.1.3 Who accepted less than comparable positions in lieu of layoff
6.2.1.4 Who have not successfully completed a trial service period
6.2.1.5 Who remain in a position reallocated to a lower salary range

6.2.2 To be placed on the internal layoff list the employee must notify the Vice President of Human Resources and Legal Affairs in writing within two-years of the qualifying event. The employee must also note any geographic limitations. The request will be examined and the employee notified of status. If the request is approved, the employee shall remain on the layoff list for a period of up to two years following the qualifying event.

6.2.3 Prior to recruitment, the employing official will consider employees on the appropriate layoff list and the most senior candidate on the list who possesses the required competencies or skills and abilities, as identified on the job description for that position, and who has indicated the appropriate geographic availability will be appointed to the position.

7.0 Recruitment and Outreach

7.1 Recruitment activities will be administrated considerate of two fundamental principles. First, that as a publicly funded institution, it is appropriate to provide all members of the public with equal opportunity to apply and be considered for CBC employment. Second, CBC recognizes the value, to both the employee and to the organization, of investing in our employees' development and in providing opportunities for career growth within the organization.

7.2 All permanently funded vacancies not filled by internal candidates shall be generally announced and active solicitation shall be undertaken designed to make aware qualified applicants who meet the minimum requirements.

7.3 When considering the appropriate recruitment strategy, CBC will first consider utilization of historically disadvantaged populations, required competencies or skills and abilities, the availability of those competencies or skills and abilities within the institution's existing workforce, and the need for diversity of experience, knowledge and skills in furthering student success. Following consideration, one or more of the following recruitment strategies, as determined appropriate by the Vice President of Human Resources and Legal Affairs and the appointing authority shall be utilized:

7.3.1 Internal Competitive: recruitment open to all CBC classified staff employees.

7.3.2 Open Competitive: recruitment open to all qualified candidates internal and external to CBC.

7.4 Outreach efforts designed to inform qualified members of historically disadvantaged populations of CBC vacancies shall be incorporated into each recruitment process.

7.5 Internal recruitments that fail to produce candidates that either the screening committee or appointing authority consider capable of executing the assigned duties will then be recruited as open competitive.

8.0 Promotional Recruitment

8.1 Where the employing official has determined that, in his/her opinion, sufficient internal candidates exist who possess the desired competencies or skills and abilities required of the position, he/she may propose to the appointing authority that a vacancy initially be recruited as promotional only.

8.2 The appointing authority must verify through the Vice President of Human Resources and Legal Affairs that current employment shows an absence of underutilization within the College and within that specific job category. With verification, the appointing authority may authorize that the vacancy be initially recruited promotional utilizing the following procedure:

8.2.1 A competitive process will be utilized. Announcement of the promotional recruitment will be conspicuously posted within the promotional unit for a minimum of ten (10) calendar days. Any promotional candidate may apply and be considered. Candidates must meet the minimum requirements for the position as listed to be considered.

8.2.2 A representative screening committee, formed consistent with this procedure, shall conduct a screening of all applicants who meet the minimum qualifications and interview those candidates considered most qualified. Reference checks will be completed. The committee will recommend candidates to the employing official whom it believes are capable of executing the assigned duties. Appointment will be made only upon approval of the appointing authority.

9.0 Internal Competitive Recruitment

9.1 Where the employing official has determined that, in his/her opinion, sufficient candidates exist within the College who possess the desired competencies or skills and abilities required of the position, he/she may propose to the appointing authority that a vacancy be recruited as internal competitive. The College will also abide by applicable collective bargaining agreement requirements regarding internal applicants.

9.2 The appointing authority must verify through the Vice President of Human Resources & Legal Affairs that current employment shows an absence of underutilization within the College and within that specific job category. With verification, the appointing authority may authorize that the vacancy be initially recruited internally utilizing the following procedure.

9.2.1 A competitive process will be utilized. Announcement of the internal recruitment will be announced in an email to the ALL Group on the CBC GroupWise Server. The College will consider internal classified promotional candidates and classified employees who are requesting a transfer or voluntary demotion prior to considering other candidates. Candidates must meet the competency or skills and abilities requirements for the position as listed to be considered.

9.2.2 A representative screening committee, formed consistent with this procedure, shall conduct a screening of all applicants who meet the minimum qualifications and interview those candidates considered most qualified. The committee will recommend candidates to the employing official whom it believes are capable of executing the assigned duties. Appointment will be made only upon approval of the appointing authority. Reference checks will be completed.

10.0 External Competitive Recruitment

10.1 Where the employing official has determined that it is appropriate to conduct an external recruitment, he/she may propose to the appointing authority that a vacancy be recruited as open competitive, utilizing the following procedure:

10.1.1 A competitive process will be utilized. Announcement of the recruitment will be conspicuously posted within the labor market considered most appropriate for the vacancy. Considerations of the appropriate labor market will include presence of historically disadvantaged populations, required competencies or skills and abilities and diversity of experience and knowledge.

10.1.2 External competitive recruitments will be posted throughout the College for a minimum of ten (10) calendar days. Internal candidates applying for the position with the skills and abilities will be considered first and if the position remains open, any candidate be considered. Candidates must meet the competency and/or skill and ability requirements for the position as listed to be considered.

10.1.3 A representative screening committee, formed consistent with this procedure, shall conduct a screening of all applicants who meet the minimum qualifications and interview those candidates considered most qualified. The committee will recommend candidates to the employing official whom it believes are capable of executing the assigned duties. Appointment will be made only upon approval of the appointing authority. . Reference checks will be completed.

11.0 Application Screening

11.1 The Vice President of Human Resources and Legal Affairs or designee will screen applications against stated minimum competencies or skills and abilities for the purpose of ensuring that only those candidates meeting the stated minimums are forwarded for consideration by the screening committee.

11.2 All screening criteria, including interview questions, will be reviewed and approved as appropriate and job-related in advance by the Human Resources Office.

11.3 Screening Committees will be comprised of the employing official and others with specific representation appropriate to the position vacancy. The employing official shall make committee appointments and will serve as committee chair. Attempts will be made to ensure gender and racial diversity of the committee.

11.4 For internal and external competitive recruitment, the screening committee will develop job-related, objective criteria beyond the position's minimum qualifications and use those criteria to screen a qualified pool of applicants down to a list of three (3) or more finalists who represent, in the consensus opinion of the committee, the best qualified to perform the job in question. This comprises the consideration list to interview for the position.

11.4.1 Screening committees, prior to identifying the consideration list, will first verify veteran preference status with the Human Resources Office. Any candidate(s) who qualify for veteran preference status will receive a percentage adjustment to their screening score as required by RCW 41.04.010 prior to committee determination of the consideration list for the position.

11.5 Screening committee members are responsible for protecting the confidentiality of all information made available or produced during the screening process. In accepting committee membership, each member assumes the responsibility to guard candidate name and status, the outcome of committee evaluations, and the content of committee deliberations. Violations will be cause for removal from the screening committee and potentially termination of the screening process for that position.

11.6 The committee will recommend to the employing official, in writing, a minimum of three (3) finalists (unless specifically waived by the appointing authority and Vice President of Human Resources and Legal Affairs), in alphabetical order. Additionally, the committee may be charged by the employing official with providing additional information. This list is certified upon receipt.

11.7 The employing official will inform the committee of proposed offer(s) of employment or other proposed action, as appropriate.

12.0 Consideration

Employees may request to be placed on the consideration list for a specific position based on their skills and abilities. This consideration list may be provided to the employing official. However, all interested candidates need to apply for each position they wish to be considered, as they become available.

13.0 Nepotism

13.1 CBC shall recruit the best qualified person for all positions and consideration shall be based solely on merit. Family relationships shall not be used as a basis for denying rights, privileges, or benefit of regular job status.

13.2 Family members shall not be placed into a conflict of interest situation by serving on screening committees or recommending employment of family members.

13.3 Family members shall not be assigned to the same department, if such family member would directly be supervised by or be a supervisor of such employee, or where potential problems of safety, morale, security or conflicts of interest exist.

14.0 Appeals

Appeals may be made by applicants regarding any part of the recruitment or screening processes. Appeals concerning the contents or conduct of the screening process must be made within five (5) working days after the date of mailing of the results. The Vice President of Human Resources and Legal Affairs, or his/her designee, shall investigate the circumstances surrounding the appeal and take appropriate administrative action within ten (10) working days to resolve any complaints. Appeals shall not impede the normal appointment process. Appointments made will not be reversed in the absence of any wrongful conduct or action of the part of the appointee or a finding that the appointee fails to meet the minimum qualifications.

15.0 Selection and Job Offer

15.1 The employing official shall receive the recommendations of the screening committee and shall act upon those recommendations. The employing official retains the right to further evaluate the applicants and to consider additional information. The employing official makes an appointment recommendation to the appointing authority. Neither the employing official nor the appointing authority may consider applicants not forwarded for consideration under this procedure.

15.2 Only the Vice President of Human Resources and Legal Affairs can make a binding offer of employment to an applicant. No other types of offers will be recognized as binding upon CBC. The Human Resources Office shall be immediately notified of any accepted offer of employment.

15.3 The Human Resources Office will notify those candidates not hired that the selection process has ended.