



**Kern  
Community  
College  
District**

## **Confidential Statement for Kern Community College District Screening Committee Members**

**Position:** \_\_\_\_\_

- Bakersfield College     
  Cerro Coso College     
  District Office     
  Porterville College

As a member of a screening committee for the Kern Community College District (KCCD), I understand that I am participating in a confidential process [Title 5, California Code of Regulations, Section 53023(a)]. Any disclosure of records or information of the evaluative process for any individual is a violation of California Government Code Section 6254.

I understand that I may be held responsible for any unauthorized disclosure of information regarding this search process. All actions related to this process are subject to the laws and regulations relating to equal and fair employment practices. Specifically, I agree not to release information to any unauthorized person regarding:

- (1) Written applicant materials or evaluations made by committee members relating thereto
- (2) Oral discussions regarding applicants or committee members during the search and screening process
- (3) Any other information related to the screening process

Failure to maintain confidentiality could result in a violation of federal or state regulations. Questions regarding the screening process shall be referred to the District/Campus Equal Opportunity/Diversity Officer or designee.

*I agree to comply with all Equal Opportunity/Diversity requirements. I understand that the Equal Opportunity/Diversity Officer may stop the paper screening or interviewing process at any time based on alleged discrimination against one or more candidates. If halted, the screening process will not be resumed until the District/Campus Equal Opportunity/Diversity Officer has reviewed and made appropriate recommendations to the Chancellor regarding any allegations.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Cerro Coso Community College**  
**Recruitment Timeline Search Calendar**  
**Classified**

Date: _____ Time: _____ Location: _____	<b>First Meeting</b> of the Screening Committee Discussion on the following: <ul style="list-style-type: none"> <li>• Timeline of Search Calendar</li> <li>• Review of <u>online</u> position announcement</li> <li>• Review and Develop Interview Questions</li> <li>• Review and Develop Teaching Demonstration or Exercise</li> <li>• Reading and Scoring application process</li> </ul>
Date: _____	Finalize Questions/Teaching Demonstration or Exercise and submit to HR
Date: _____	<b>Complete Review of Application Packets</b> <ul style="list-style-type: none"> <li>• Reminder: HR reviews for minimum qualification prior to release</li> </ul>
Date: _____	<b>Meeting – Select Candidates for Interview</b> Discussion on the following: <ul style="list-style-type: none"> <li>• Individual Candidate Ratings</li> <li>• Format for Interviews</li> <li>• Length of Interview</li> <li>• Length of Teaching Demonstration or Exercise</li> <li>• Determine Courtesy 2<sup>nd</sup> Levels (if any)</li> <li>• Determine Dates for 2<sup>nd</sup> Levels (local applicants)</li> </ul>
Date: _____  Time: _____  Location: _____  2 <sup>nd</sup> Level Interview Date: _____	<b>Interviews</b>
Date: _____	<b>Reference Check Reports</b>

**7C3** Student workers are not part of the classified service and are not covered by the collective bargaining agreement between the District and its classified employees.

**7C4** Student workers shall not supplant or replace classified employees. (The Kern Community College District will comply with Education Codes 69950 – 69967 in terms of student employment.)

**7C5A** A student worker assignment may not exceed 19 hours per week, except during instructional recess as designated in the Academic Calendar. The student worker shall be compensated at an hourly rate based on the State and Federal minimum wage laws, whichever is the higher rate.

**7C6** Student workers are not eligible for District-paid benefits, except for workers' compensation.

**7D** **Equal Employment Opportunity and Unlawful Discrimination (Revised December 17, 2009)**

**7D1** **Equal Employment Opportunity in the Employment of Personnel**

It shall be the policy of the Kern Community College District that equal opportunity to seek, obtain, hold, and advance in employment in the District shall be afforded to all who qualify without discrimination because of race, color, ethnic group identification, ancestry, religion, national origin, sex (gender), sexual orientation, age, and/or physical or mental disability. Appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of personnel. Additional efforts will be made to recruit, develop, and to promote qualified members of groups that are underrepresented in the District workforce, even if that underrepresentation cannot be traced to particular discriminatory actions on the part of the District.

**7D1A** The District will continuously review its policies, procedures, practices, pool and workforce statistics, and any other factor that might contribute to workforce imbalance or adversely impact employment opportunities of members of protected groups.

**7D1A1** The District will annually review the Equal Employment Opportunity Plan and revise as appropriate to address any problems with regard to recruiting a diverse workforce on the schedule provided by the State Chancellor's Office.

- 7D1A2** Information regarding Equal Employment Opportunity will be made available annually to the staff and community.
  - 7D1A3** The District's Human Resources Department will continue to assure reasonable accommodation for applicants and employees with disabilities upon request.
  - 7D1A4** Pre-employment physicals or drug testing shall be conducted only following an offer of employment. This offer of employment is conditioned on the employee either passing these tests, or providing proof of disability [as defined in the Americans with Disabilities Act (ADA)]. The District will provide reasonable accommodation upon request to applicants and employees in accordance with Federal Americans with Disabilities Act (ADA).
  - 7D1A5** Whenever possible the names, titles, office locations, and office telephone numbers of individuals serving as liaisons of Equal Employment Opportunity programs, Equal Employment Opportunity officers, receivers of unlawful discrimination complaints, responsible personnel, ADA coordinators, and others responsible for Equal Employment Opportunity functions shall be identified and made public to employees and students.
- 7D1B** The Board of Trustees recognizes and accepts its responsibilities under the California Education Code and the California Code of Regulations (Title 5) to:
- 7D1B1** Assume overall responsibility for the success of the District's effort to achieve Equal Employment Opportunity.
  - 7D1B2** Approve the District and College Staff Availability Data as well as any revisions; and assure that these are submitted to appropriate agencies in a timely fashion.
  - 7D1B3** Assure that in all employment procedures for all positions there is no unlawful discrimination.
  - 7D1B4** Provide a supportive environment free of cultural bias for all staff and students.

**7D1C** An Equal Employment Opportunity Advisory Committee shall be established to advise the District on personnel matters relating to equal employment opportunities.

**7D1C1** The Equal Employment Opportunity Advisory Committee will review Staff Availability Data and other relevant data for the purpose of advising the District and assisting in its commitment and goals in achieving equal employment opportunities.

**7D1C2** Composition of the Equal Employment Opportunity Advisory Committee shall approximate a balance between District employees and Community members and shall provide for wide representation, including ethnic minorities, women, and the disabled whenever possible.

**7D1C3** The District Equal Employment Opportunity Advisory Committee members shall be appointed by the District Equal Employment Opportunity Officer and shall serve for a period of three (3) years. The Committee shall meet at least once in every calendar year.

**7D1D** The following District officers shall be responsible and accountable for providing District-wide leadership in Equal Employment Opportunity:

**7D1D1** The Vice Chancellor, Human Resources shall assume administrative responsibility for implementation of the Equal Employment Opportunity Policy.

**7D1D2** The Vice Chancellor, Human Resources or his/her designee shall be responsible for the ongoing administration of this policy. This ongoing administration, in cooperation with the College Equal Employment Opportunity officers, shall include:

- Monitoring the employment process to ensure that selection or elimination of candidates for employment is based on job-related criteria.
- Providing Multi-college District Staff Availability Data, as it is made available to the District from

the California Community Colleges Chancellor's Office.

- Initiating action to correct any identified Equal Employment Opportunity concerns.
- Receiving, investigating, and seeking resolution of unlawful discrimination complaints. (See Procedure [7D4A](#))

**7D1D3** The faculty and staff of this District shall be responsible and accountable as follows:

**7D1D3A** Foster and promote a positive environment and overall hospitable atmosphere to staff and students of all cultures and heritages, encouraging the appreciation and value of diversity to the College communities.

**7D1D3B** Act on behalf of the District in recruitment and selection of personnel. In this capacity, faculty and staff shall comply with all applicable state and federal laws and regulations.

**7D1E** The District and Equal Employment Opportunity Officer(s) shall conduct periodic internal auditing, reporting, and evaluating of the effectiveness of the Equal Employment Opportunity Program.

**7D1E1** The Equal Employment Opportunity Liaisons shall compile an annual workforce and utilization analysis of District personnel and shall use the data to recruit a diverse applicant pool and workforce.

**7D1E2** College Equal Employment Opportunity Liaisons shall monitor the ethnicity and gender make-up as well as data concerning promotions of positions on a continual basis.

**7D1F** The District and Colleges shall provide faculty/staff in-service training on diversity.

**7D1F1** Each College's Human Resources Department is responsible for providing training to all staff on Equal Employment Opportunity programs and issues.

**7D1F2** The District's Equal Employment Opportunity Advisory Committee shall work cooperatively with Human Resources to effectively utilize Equal Employment Opportunity funds allocated to the District.

**7D1G** The District shall pursue hiring practices, which effect Equal Employment Opportunity policies.

**7D1G1** All employment practices will be based on job-related factors, considering seniority only where required by law.

**7D1G2** Recruitment for positions shall include verifiable efforts to attract a diverse applicant pool.

**7D1G3** The Human Resources Department, in consultation with the screening committee chair, shall determine the adequacy of the applicant pool relative to its protected class composition.

**7D1G4** Each College will maintain a standard procedure for selecting qualified applicants. College procedures must conform to the following:

**7D1G4A** Applicants will be screened by the screening committee for minimum qualifications.

**7D1G4B** Screening committees shall include a diverse membership that will bring a variety of perspectives to the assessment of applicant qualifications whenever possible.

**7D1G4C** Screening committees are to be trained by a Human Resources Director or Manager in appropriate selection and interviewing techniques and in Equal Employment Opportunity programs and procedures. Selection and interviewing will conform to these



techniques and procedures. The Human Resources Director or Human Resources Manager shall work with the screening committee chair to ensure that the employment process complies with the District's Equal Employment Opportunity Policies.

**7D1G4D** A reasonable number of candidates as determined by the College President or designee are to be interviewed for each position.

**7D1G4E** All materials related to the selection process for a position shall be incorporated into a single file and be maintained for at least three (3) years.

## **7D2** **Unlawful Discrimination**

All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful discrimination, including that which is based on any of the following statuses: national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics. (Added December 17, 2009)

### **7D2A** **Sexual Harassment**

**7D2A1** The Board of Trustees of the Kern Community College District will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the Kern Community College District that members of the college community, including visitors, guests, and contractors, may not sexually harass another person employed or contracted to do business by or on District property.

**7D2A1A** For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or

physical conduct or oral/written communication of an intimidating, hostile, or offensive sexual nature where:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment or a student's status in a course, program, or activity; or

Submission to or rejection of such conduct is used as a basis for employment decisions or as a basis for academic or other decisions affecting a student; or

Such conduct has the purpose or effect of substantially interfering with an employee's work performance or a student's educational experience, or creates an intimidating, hostile or offensive working or academic environment.

**7D2A2** The Kern Community College District is committed to maintaining a working and educational environment free of sexual harassment.

**7D2A3** When an allegation of sexual harassment is brought to the attention of a supervisor, whether reported by the individual who is the subject of the alleged harassment, or by a witness, the supervisor shall report the allegation to the College Human Resources Manager. The College Human Resources Manager shall investigate the allegation according to **Procedure 7D4A**.

**7D2A4** An employee or student may be subject to disciplinary action for violation of this policy.

### **7D3** **Students and Staff with Disabilities**

**7D3A** The Kern Community College District shall adhere to the wording and the spirit of the Federal Americans with Disabilities Act (ADA) and accompanying laws and regulations that protect persons with disabilities in the State of California.

**7D3A1** The Kern Community College District shall consider or retain for employment all qualified individuals who satisfy the requisite skills, experience, education, and other job related requirements and can perform the essential functions of the position with or without reasonable accommodations. Pre-employment physicals or drug testing shall be conducted after an offer of employment has been made. This offer of employment is conditioned on the employee either passing these tests, or providing proof of disability [as defined in the Federal Americans with Disabilities Act (ADA)]. The District will provide reasonable accommodation upon request to applicants and employees in accordance with the Federal Americans with Disabilities Act (ADA).

## **ROLES & RESPONSIBILITIES OF THE SCREENING COMMITTEE**

***GOAL: Selection of the qualified applicant who best meets the needs of the District.***

### **Schedule**

- Screening dates
- Meeting date(s) to select applicants for interview
- Interview dates
- Reference checking, if applicable
- Meeting date to recommend finalists (could follow last interview)

### **Develop job-Related Questions**

- Review position requirements/responsibilities
- Decide what you want to know, why you want to know it and what would constitute an acceptable response
- Have a variety of questions-basic information/knowledge, situational, how-to, etc.
- Incorporate diversity inquiries throughout the questions and/or include a specific question regarding diversity
- Determine whether to include a demonstration and/or a written exercise
- Develop interview evaluation form

### **Screen Applications**

- Be consistent
- Use screening as a guide to select interviews

### **Interview**

- Be clear and consistent
- Ask only job-related follow-up questions that focus on the intent of the question or appropriate information in the initial response
- Use interview and screening information to select finalists
- Do not discuss candidates between interviews

### **Determine Finalist**

- Consider all information about the candidates
- Check references

**Maintain confidential throughout the process and after. DO NOT share personal opinions of applicants and candidates with the Committee.**

# California Department of Fair Employment & Housing Fact Sheet

## EMPLOYMENT INQUIRIES

### WHAT CAN EMPLOYERS ASK APPLICANTS AND EMPLOYEES?

The Department of Fair Employment and Housing has developed this guide to provide employers with guidance relating to inquiries that can be made to applicants and employees.

The California Fair Employment and Housing Act (FEHA) prohibits any non-job-related inquiries of applicants or employees, either verbally or through the use of an application form, that express, directly or indirectly a limitation, specification or discrimination as to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, or any intent to make such a limitation, specification, or discrimination.

The regulations of Fair Employment and Housing Commission indicate that inquiries that, directly or indirectly, identify an individual on a basis enumerated in the Act are **unlawful**. However, it is not unlawful for an employer to collect applicant flow data and other record keeping data for statistical purposes. Misuse of this data constitutes a violation of the Fair Employment and Housing Act.

#### APPLICANTS

The FEHA also prohibits an employer from requiring any medical or psychological examination or inquiry of any applicant or to make any inquiry whether an applicant has a mental or physical disability or medical condition. It is also unlawful to make an inquiry regarding the nature and severity of a mental or physical disability or medical condition. However, an employer may inquire into the ability of an applicant to perform job-related functions and may respond to an applicant's request for reasonable accommodation.

Once an employment offer has been made to an applicant, but prior to the commencement of employment duties, an employer may require a medical or psychological examination provided that:

- the examination or inquiry is job-related and consistent with business necessity and;
- that all entering employees in the same job classification are subject to the same examination or inquiry.

#### EMPLOYEES

An employer may not require any medical or psychological examination or make any inquiry of an employee, or inquire whether an employee has a mental or physical disability or medical condition or inquire into the severity of the disability or condition.

However, an employer may require any medical or psychological examination or make inquiries that it can show are job-related and consistent with business necessity. An employer may conduct voluntary medical examinations, including medical histories, which are part of an employee health program available to the employee at the work site.

The Employment Inquiries table is a guide and is not intended to be an exhaustive list of all acceptable and unacceptable inquiries. Those questions considered unacceptable are likely to limit the employment opportunities of persons protected by the Fair Employment and Housing Act.

## EMPLOYMENT INQUIRIES

ACCEPTABLE	SUBJECT	UNACCEPTABLE
Name	<b>NAME</b>	<ul style="list-style-type: none"> <li>• Maiden name</li> </ul>
Place of residence	<b>RESIDENCE</b>	<ul style="list-style-type: none"> <li>• Questions regarding owning or renting.</li> </ul>
Statements that hire is subject to verification that applicants meet legal age requirements.	<b>AGE</b>	<ul style="list-style-type: none"> <li>• Age</li> <li>• Birth date</li> <li>• Date of attendance/completion of school</li> <li>• Questions which tend to identify applicants over 40</li> </ul>
Statements/inquiries regarding verification of legal right to work in the United States.	<b>BIRTHPLACE, CITIZENSHIP</b>	<ul style="list-style-type: none"> <li>• Birthplace of applicant or applicant's parents, spouse or other relatives.</li> <li>• Requirements that applicant produce naturalization or alien card prior too employment.</li> </ul>
Languages applicant reads, speaks or writes if use of language other than English is relevant to the job for which applicant is applying.	<b>NATIONAL ORIGIN</b>	<ul style="list-style-type: none"> <li>• Questions as to nationality, lineage, ancestry, national origin, descent or parentage of applicant, applicant's spouse, parent or relative.</li> </ul>
Statement by employer of regular days, hours, or shifts to be worked.	<b>RELIGION</b>	<ul style="list-style-type: none"> <li>• Questions regarding applicant's religion.</li> <li>• Religious days observed.</li> </ul>
Name and address of parent or guardian if applicant is a minor.  Statement of company policy regarding work assignment of employees who are related.	<b>SEX, MARITAL STATUS, FAMILY</b>	<ul style="list-style-type: none"> <li>• Questions to indicate applicant's sex, marital status, number/ages of children or dependents.</li> <li>• Questions regarding pregnancy, child birth, or birth control</li> <li>• Name/address of relative, spouse or children of adult applicant.</li> </ul>
	<b>RACE, COLOR, SEXUAL ORIENTATION</b>	<ul style="list-style-type: none"> <li>• Questions to applicant's race, color, or sexual orientation.</li> <li>• Questions regarding applicant's complexion, color of eyes, hair or sexual orientation.</li> </ul>
	<b>CREDIT REPORT</b>	<ul style="list-style-type: none"> <li>• Any report which would indicate information which is otherwise illegal to ask, e.g , marital status, age, residency, etc.</li> </ul>
Statement that a photograph may be required after employment.	<b>PHYSICAL DESCRIPTION, PHOTOGRAPHS, FINGERPRINTS</b>	<ul style="list-style-type: none"> <li>• Questions as to applicant's height/weight.</li> <li>• Requiring applicant to affix a photograph to application or submit one at his/her option.</li> <li>• Require a photograph after interview but before employment.</li> </ul>
Employer may inquire if applicant can perform job-related functions.  Statement that employment offer may be made contingent upon passing a job-related mental/physical examination.	<b>MENTAL/PHYSICAL DISABILITY, MENTAL CONDITION (APPLICANTS)</b>	<ul style="list-style-type: none"> <li>• Any inquiry into the applicant's general health, medical condition, or mental/physical disability.</li> <li>• Requiring a psychological/medical examination of any applicant.</li> </ul>

A medical/psychological examination/inquiry may be made as long as the examination/inquiry is job-related and consistent with business necessity and all applicants for the same job classification are subject to the same examination/inquiry.	<b>MENTAL/PHYSICAL DISABILITY, MEDICAL CONDITION (POST- OFFER/PRE-EMPLOYMENT)</b>	<ul style="list-style-type: none"> <li>Any inquiry into the applicant's general health, medical condition, or physical/mental disability, if not job-related and consistent with business necessity.</li> </ul>
A medical/psychological examination/inquiry may be made as long as the examination is job-related and consistent with business necessity.	<b>MENTAL/PHYSICAL DISABILITY, MEDICAL CONDITION (EMPLOYEES)</b>	<ul style="list-style-type: none"> <li>Any inquiry into the employee's general health, medical condition, or mental/physical disability, if not job-related and consistent with business necessity.</li> </ul>
Job-related questions about convictions, except those convictions which have been sealed, or expunged, or statutorily eradicated.	<b>ARREST, CRIMINAL RECORD</b>	<ul style="list-style-type: none"> <li>General questions regarding arrest record.</li> </ul>
Questions regarding relevant skills acquired during U.S. military service.	<b>MILITARY SERVICE</b>	<ul style="list-style-type: none"> <li>General questions regarding military service such as dates/type of discharge.</li> <li>Questions regarding service in a foreign military.</li> </ul>
Requesting lists of job-related organizations, clubs or professional societies omitting indications of protected bases.	<b>ORGANIZATIONS, ACTIVITIES</b>	<ul style="list-style-type: none"> <li>General questions regarding organizations, clubs, societies and lodges.</li> </ul>
Name of persons willing to provide professional and/or character references for applicant.	<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>Questions of applicant's former employers or acquaintances which elicit information specifying applicant's race, etc.</li> </ul>
Name and address of person to be notified in case of accident or emergency.	<b>NOTICE IN CASE OF EMERGENCY</b>	<ul style="list-style-type: none"> <li>Name, address, and relationship of relative to be notified in case of accident or emergency.</li> </ul>

**NOTE: Any inquiry, even though neutral on its face, which has an adverse impact on persons on a basis enumerated in the Fair Employment and Housing Act, is permissible only if it is sufficiently related to an essential job function to warrant its use.**

For more information, contact the Department  
toll free at: **(800) 884-1684**

TTY Number: **(800) 700-2320**

or visit our Web site at: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

This publication can be made available in Braille, large print, computer disk, and tape cassette.

**STATE OF CALIFORNIA  
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**DFEH-161 (8/01)**

# EXCERPTS FROM CALIFORNIA CODE OF REGULATIONS (CCR)

## TITLE V

### Section 53021 - Recruitment

Except as otherwise provided in this section, community college districts shall actively recruit from both within and outside the district work force to attract qualified applicants for all new openings. This shall include outreach designed to ensure that all persons, including persons from monitored groups, are provided the opportunity to seek employment with the district. The requirement of open recruitment shall apply to all new full-time and part-time openings in all job categories and classifications, including, but not limited to, faculty, classified employees, categorically funded positions, the chief executive officer, and all other executive/administrative/managerial positions. Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry. Recruitment for part-time faculty positions may be conducted separately for each new opening or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

### Section 53022 – Job Announcements & Qualifications

Job announcements shall state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For faculty and administrative positions, job requirements shall include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job specifications, including any "required," "desired" or "preferred" qualifications beyond the state minimum qualifications (set forth in subchapter 4, commencing with section 53400 of this chapter) which the district wishes to utilize, shall be reviewed before the position is announced, to ensure conformity with the requirements of this subchapter and state and federal nondiscrimination laws.

### Section 53023 – Applicant Pool

The application for employment shall afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability. This information shall be kept confidential and shall be used only in research, validation, monitoring, evaluating the effectiveness of the district's equal employment opportunity program, or any other purpose specifically authorized in this subchapter, or by any applicable statute or regulation.

(b) After the application deadline has passed, the composition of the initial applicant pool shall be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application deadline shall be extended and additional recruitment shall be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide a full and fair opportunity for participation to a wide diversity of potential applicants. When recruitment efforts have offered an opportunity for participation to a wide diversity of potential applicants or further recruitment efforts would be futile, applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement.

### Section 53024 – Screening or Selection Procedures

All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

- (1) Provided to the Chancellor upon request;
  - (2) Designed to ensure that for faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
  - (3) Based solely on job-related criteria; and
  - (4) Designed to avoid an adverse impact, as defined in section 53001(a), and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.
- (b) If monitoring pursuant to subsection (a)(4) reveals that any selection technique or procedure has adversely impacted any such group, the chief executive officer or his/her designee shall suspend the selection process and



( ) timely and effective steps shall be taken to remedy the problem before the selection process resumes. The equal employment opportunity officer, or other official charged with responsibility for monitoring selection procedures, may assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed. If adverse impact results from locally established qualifications beyond state minimum qualifications that have not been verified as described in section 53023(c)(2) or replaced with suitable alternatives having a lesser adverse impact, the use of such qualifications shall be immediately discontinued and any applicant eliminated on the basis of that qualification shall be continued in the hiring process. Where necessary, the position may be re-opened at any time and a new selection process initiated in a way designed to avoid adverse impact.

( ) (c) A district may not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry or sexual orientation, or engage in any other practice which would result in discriminatory or preferential treatment prohibited by state or federal law. Nor may a district apply the district's equal employment opportunity plan in a rigid manner which has the purpose or effect of so discriminating.

( ) (d) Seniority or length of service may be taken into consideration only to the extent it is job related, is not the sole criterion, and is included in the job announcement consistent with the requirements of section 53022.

( ) (e) Selection testing for employees shall follow procedures as outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

( ) (f) Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.

( ) (g) Notwithstanding any other provision of this division, the governing board or its designee shall have the authority to make all final hiring decisions based upon careful review of the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and to order further review by the screening committee or to reopen the position where necessary to further achievement of the objectives of the equal employment opportunity plan or to ensure equal employment opportunity. However, a consistent pattern of not hiring qualified candidates from a monitored group who are recommended by screening committees may give

( ) rise to an inference that the selections are not consistent with the objectives of equal employment opportunity that are required by this subchapter.

( )

( )

**CLASS TITLE: EDUCATIONAL ADVISOR**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements; advise students on various careers and on the requirements necessary for achieving career goals.

**REPRESENTATIVE DUTIES:**

Serve as a paraprofessional counselor advising students in areas related to academic careers; assist students with establishing academic goals and selecting courses to meet their goals; utilize test scores to discuss appropriate class levels; communicate with students in person, on the telephone and on-line. *E*

Provide initial assessment of transcripts from other institutions; receive and forward transcripts to admissions and records office. *E*

Provide guidance relating to complaint and discrimination policies. *E*

Refer students in need of special services or outside counseling or testing services. *E*

Assist students with career searches; provide referrals to various print and computerized resources. *E*

Assist students with completion of various forms necessary to meet educational goals. *E*

Make appropriate changes in student database based on counseling appointments and student contact. *E*

Advise students on a variety of student services programs covering the overall matriculation process for students attending classes at a District site; refer students as necessary to specialists; maintain caseload of new and continuing students. *E*

Participate in community outreach programs. *E*

Assist students in achieving transfer goals including completion of university applications and utilizing various resources to acquire information regarding university requirements; maintain current knowledge of university systems as well as independent colleges. *E*

Score various personality and interest inventory tests for campus counselors and instructors; assure current career counseling testing software is installed. *E*

Update various handouts and forms as necessary. *E*

Provide advising support for assigned programs such as health career, EOP&S, financial aid and others as assigned by the position. *E*

Participate in various graduation preparation activities; request formal graduation evaluation and review evaluations with students; assure completion of appropriate graduation forms. *E*

Maintain budgets for assigned activities at a site as assigned.

Make presentation to students, faculty and community; participate in conferences and off-campus meetings related to assigned areas.

Conduct career center, EOP&S or other orientations for new and continuing students as assigned.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

College policies, procedures and resources.

Program and degree requirements.

Laws, rules and regulations related to assigned activities.

Student services programs.

Operation of a computer and assigned software.

Distance education modalities.

Career and personality tests available to students as a resource tool.

Interpersonal skills including tact patience and courtesy.

Record-keeping techniques.

Oral and written communication skills.

Counseling/advising techniques.

#### **ABILITY TO:**

Serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements.

Advise students on various careers and advise students on the requirements necessary for achieving career goals.

Interpret and explain college policies and procedures to students, faculty and the community.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Operate a computer and other office equipment.

Prepare and maintain records and reports.

Proctor and score a variety of tests.

Communicate effectively both orally and in writing.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree and one year experience in a student services or related function.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain, a valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

- |          |    |  |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*

## Educational Advisor - (Counseling -KRV)

### Position Information

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#### Position Information

<b>Job Title:</b>	Educational Advisor - (Counseling -KRV)
<b>Position Number:</b>	02346
<b>Posting Date</b>	03/15/2018
<b>Closing Date</b>	
<b>Initial Screening Date</b>	03/29/2018
<b>Open Until Filled</b>	Yes
<b>Position Type:</b>	Classified
<b>Rate:</b>	
<b>Work Week</b>	Fluctuating, 1906 hours annually
<b>Minimum Salary:</b>	\$4,727.69 per month
<b>Maximum Salary:</b>	\$6,680.11 per month (Maximum Entry Level \$4,727.69)
<b>Benefits:</b>	<p>Our competitive benefits package includes medical, dental, and vision insurance; life insurance and dependent life coverage; long-term disability insurance, and an employee assistance program (EAP).            In addition, employees have the option to purchase:</p> <ul style="list-style-type: none"> <li>•Flex 125</li> <li>•AFLAC Policy</li> <li>•Supplemental voluntary life insurance</li> <li>•403b Tax Shelter Annuity</li> </ul> <p>All coverages begin on the first day of the month following the hire date. Employees are covered under the California Public Employees Retirement System (CalPERS) and are vested 100% after five years of full time service.</p>
<b>College/Site:</b>	Cerro Coso College
<b>Location</b>	CC-Kern River Valley, Lake Isabella
<b>Basic Function</b>	<p>This position is located the the Kern River Valley (KRV) campus and provides advising support to students on the KRV campus and at the California City Correctional Facility. This position may also provide support at the other Cerro Coso sites.            Under the direction of an assigned supervisor, serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements; advise students on various careers and on the requirements necessary for achieving career goals.</p> <p><b>REPRESENTATIVE DUTIES:</b>            Serve as a paraprofessional counselor advising students in areas related to academic careers; assist students with establishing academic goals and selecting courses to meet their goals; utilize test scores to discuss appropriate class levels; communicate with students in person, on the telephone and on-line.            Provide initial assessment of transcripts from other institutions; receive and forward transcripts to admissions and records office.            Provide guidance relating to complaint and discrimination policies.            Refer students in need of special services or outside counseling or testing services.            Assist students with career searches; provide referrals to various print and computerized resources.            Assist students with completion of various forms necessary to meet educational goals.            Make appropriate changes in student database based on counseling appointments and student contact.</p>

Advise students on a variety of student services programs covering the overall matriculation process for students attending classes at a District site; refer students as necessary to specialists; maintain caseload of new and continuing students.  
 Participate in community outreach programs.  
 Assist students in achieving transfer goals including completion of university applications and utilizing various resources to acquire information regarding university requirements; maintain current knowledge of university systems as well as independent colleges.  
 Score various personality and interest inventory tests for campus counselors and instructors; assure current career counseling testing software is installed.  
 Update various handouts and forms as necessary.  
 Provide advising support for assigned programs such as health career, EOP&S, financial aid and others as assigned by the position.  
 Participate in various graduation preparation activities; request formal graduation evaluation and review evaluations with students; assure completion of appropriate graduation forms.  
 Maintain budgets for assigned activities at a site as assigned.  
 Make presentation to students, faculty and community; participate in conferences and off-campus meetings related to assigned areas.  
 Conduct career center, EOP&S or other orientations for new and continuing students as assigned.  
 Perform related duties as assigned

**Education and Experience**

Any combination equivalent to:

Bachelors degree **AND** one year experience in a student services or related function.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California drivers license.

Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

*Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.*

**Knowledge and Abilities****KNOWLEDGE OF:**

- College policies, procedures and resources.  
Program and degree requirements.
- Laws, rules and regulations related to assigned activities.
- Student services programs.
- Operation of a computer and assigned software.
- Distance education modalities.
- Career and personality tests available to students as a resource tool.
- Interpersonal skills including tact patience and courtesy.
- Record-keeping techniques.
- Oral and written communication skills.
- Counseling/advising techniques.

**ABILITY TO:**

- Serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements.
- Advise students on various careers and advise students on the requirements necessary for achieving career goals.  
Interpret and explain college policies and procedures to students, faculty and the community.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Operate a computer and other office equipment.
- Prepare and maintain records and reports.
- Proctor and score a variety of tests.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.

**Salary Grade**

46.5

**Special Instructions to Applicants****First Review of Applications:**

*Complete application packets will be accepted until the position is filled; but those received by 5:00 p.m. (Pacific Standard Time) on March 29, 2018 are assured consideration. The College reserves the right to extend time limits or reinitiate the recruitment/selection process at any point.*

**Completed application packet must include:**

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Copy of legible transcripts, if applicable
- List of six (6) professional references – Listed on application form

*Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.*

**Recruitment Status (tentative):**

- Application Screening: TBD
- Interviews: TBD

**The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.**

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you learn about the position?

- Newspaper
- Internet
- Employee
- Walk-in
- Chronicle for Higher Education
- Employment Agency
- KCCD Employee
- Other

2. \* The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

- I understand the above statement.

## Optional & Required Documents

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### Required Documents

1. Cover Letter
2. Resume/CV
3. Transcripts

### Optional Documents

1. Other Document
2. Other Document (2)



# Cerro Coso College

## Application Packet Review Instructions

Enclosed are the following materials:

1. **Position Announcement and Job Description**
2. **Application Packet Rating Tabulation Sheet**—Please place your individual ratings on this form and give to Human Resources either in person; or e-mail ([kathryn.tankersley@cerrocoso.edu](mailto:kathryn.tankersley@cerrocoso.edu)) ([rhess@cerrocoso.edu](mailto:rhess@cerrocoso.edu)) before the committee decides who to invite to the interview.

Human Resources will prepare a spreadsheet in descending order based on rating scores.

*Note: In the upper right-hand corner of the Application Packet Rating Tabulation Sheet is a Number (concealing your identity). This number will represent you on the tally spreadsheet—Please Make Note of that Number.*

### Application Screening Form

Applicant Name	Education	Experience	Meets Minimum Qualifications	Interview	Notes	Rating

- Recommend Highly 4
- Recommend 3
- Recommended with Reservation 1
- Not Recommended 0

(The number two is purposely omitted to define separation from applicant you definitely want to interview versus the applicant with some reservation)

### Cerro Coso Community College Application Review Rating Tabulation

Applicant	Rating

- 4 = Recommend Highly
- 3 = Recommend
- 1 = Recommend with Reservation
- 0 = Not Recommended

*(The number two is purposely omitted to define separation from applicant you definitely want to interview versus the applicant with some reservation)*

## Composite Of Rating Tabulation from Applications

Applicant	Screening Committee Member							Total
	#1	#2	#3	#4	#5	#6	#7	
Applicant's Name	3	3	3	4	3	3	1	20
Applicant's Name	4	4	0	4	1	0	4	17
Applicant's Name	3	3	4	3	3	0	1	17
Applicant's Name	0	0	4	4	1	4	3	16
Applicant's Name	1	1	3	0	3	1	0	9
Applicant's Name	1	3	1	0	3	0	1	9
Applicant's Name	1	0	1	1	0	1	0	4

- 4 = Recommend Highly
- 3 = Recommend
- 1 = Recommend with Reservation
- 0 = Not Recommended

*(The number two is purposely omitted to define separation from applicant you definitely want to interview)*

**CANDIDATE:**

**CERRO COSO COMMUNITY COLLEGE  
EDUCATIONAL ADVISOR – KRV/CAL CITY CORRECTIONAL FACILITY**

**SAMPLE INTERVIEW QUESTIONS & ASSIGNMENT**

<b>Committee Member</b>	<b>Questions</b>	<b>Comments</b>
	1. Please review your training and work experiences as it relates to an educational setting. Describe any of your own experiences that you feel will assist you in your role as an Educational Advisor.	
	2. What attracts you to a position of advising community college students? What qualities do you possess that would aid you in this position?	
	3. What opportunities and challenges does a culturally diverse population present to an advisor? How do you go about meeting the unique needs of these students, staff, and faculty?	
	4. As an Educational Advisor, you will be frequently meeting with students to outline their educational path. This may include various options including transfer, school to career, or advanced degrees. What is your philosophy and approach to advising students? What specific resources would you use in your advising of students?	
	5. Here are six cards that represent typical job tasks for an Educational Advisor. Please look them over, put them in the order you would complete them, and explain your reasoning to us.	

	<ul style="list-style-type: none"> <li>• A new student has an appointment in 15 minutes to discuss their first semester schedule. Classes start in two weeks.</li> <li>• You need to respond to correspondence from incarcerated students who have questions about their classes.</li> <li>• A student shows up in your office in crisis. She is really upset about how she is doing in her classes and wants to drop out of school.</li> <li>• You have a student who you need to call that needs a hold lifted so they can register for class.</li> <li>• You are scheduled to attend an outreach event in the afternoon and need to prepare.</li> <li>• You need to prepare abbreviated education plans for 25 students at the prison. You are scheduled to go there next week.</li> </ul>	
	6. How do you approach working with a student who is experiencing academic challenges?	
	7. What do you consider to be your preferred work style? Are you more independent and/or collaborative? Give us an example that illustrates your style.	
	8. Please describe a particularly challenging student situation that you have encountered. How did you resolve it? What did you learn from it?	
	9. In the position of an Educational Advisor, how can you help increase student success, retention, and completion?	
	10. Do you have any questions for us?	

## Educational Advisor – KRV

Candidate Name: \_\_\_\_\_

**Directions: You will have 15 minutes to complete this timed assignment. Please print out 4 copies at the end of the timed assignment.**

The Kern River Valley (KRV) site serves Lake Isabella as well as a number of other surrounding communities. In addition, the Advisor in this position will serve students at the California City Correctional Facility.

The Counseling department at Cerro Coso provides assessment, orientation, counseling, and other services to the community to support the College's outreach efforts and to maintain and increase enrollment. In order to conduct outreach and maintain effective collaboration with community members, you will need to develop relationships with other educational partners such as local high schools and correctional facilities.

Please craft an email that you would send to the Director of Counseling that outlines your ideas for establishing and maintaining a cooperative relationship with other community partners and your thoughts and ideas about targeted outreach activities within the KRV community and at the prisons.