

10B1 General Policies

10B1A Confidential and management employees are appointed by the Board of Trustees in accordance with provisions of the Education Code. See **Appendix 10B1A** of this Manual for listing of the confidential and management positions and corresponding salary ranges. (Revised February 3, 2005)

10B1B Announcements of management and confidential position openings shall be posted at the Colleges, centers, and the District Office of the Kern Community College District.

10B1C Assignment of management staff shall be upon the recommendation of the College President. The recommendation for reorganization and assignment of management staff will be forwarded to the Chancellor for approval and action by the Board of Trustees. (Revised June 10, 1999)

10B1D Assignment of District Office management staff shall be recommended by the Chancellor for action by the Board of Trustees. (Revised June 10, 1999)

10B1E The probationary period for confidential and classified management employees is one (1) year from the date of initial Board of Trustees appointment. (Added December 11, 2008)

10B2 Selection of Confidential Employees (Revised February 3, 2005)

10B2A The screening procedures for confidential employees shall be approved by the College President for College positions and the Chancellor for District Office positions.

10B2B The selection of College confidential employees shall be upon the recommendation of the College President. The recommendation will be forwarded to the Chancellor for approval and action by the Board of Trustees.

10B2C The selection of District confidential employees shall be approved by the Chancellor and the Board of Trustees.

10B3 Selection of Management Employees (Revised February 3, 2005)

10B3A The selection procedure for classified management employees shall be approved by the College President for College positions and the Chancellor for District Office positions.

10B3B The selection of College classified management shall be upon the recommendation of the College President. The recommendation will be forwarded to the Chancellor for approval and action by the Board of Trustees.

10B3C The selection of District classified management shall be recommended by the Chancellor for action by the Board of Trustees.

10B3D The faculty will be involved in the selection process of candidates for educational administrator positions for which applications are solicited. (See **Policies 10B1C and 10B1D**)

10B3E A joint committee representing all member Colleges shall be involved in the selection of candidates for District educational administrator positions. A joint College committee shall be involved in the selection of candidates for College educational administrator positions.

10B3F Joint committees shall function at all levels in the selection process which includes recommending qualifications and job descriptions, advertising the position, screening and reviewing applications, interviewing candidates, and recommending candidates to the College President or Chancellor.

10B3G A candidate for a position under consideration shall not serve on the joint committee for that position.

10B3H Joint Screening Committee for District Educational Administrator Positions (*Revised February 3, 2005*)

10B3H1 The joint screening committee shall include three (3) managers appointed by the Chancellor or the Board of Trustees.

10B3H2 The screening committee shall include a total of three (3) faculty members, to be appointed by the respective College Academic Senates at each of the District Colleges as follows: one (1) from Bakersfield; one (1) from Porterville; one (1) from Cerro Coso].

10B3H3 The screening committee shall include at least one (1) District Office classified or confidential staff member appointed by the Chancellor.

10B3H4 The screening committee may include a total of three (3) community members to be appointed by the respective College President, one (1) from each District College.

10B3H5 At the discretion of the Chancellor, the screening committee may include the student member(s) of the Board of Trustees.

10B3H6 As appropriate, the Chancellor shall chair the screening committee. At the discretion of the Board of Trustees this function may be assigned to another manager.

10B3H7 The screening committee shall recommend candidates to the Chancellor. The Chancellor shall recommend to the Board of Trustees for appointment one (1) or more of the candidate(s)

10B3I Joint Screening Committee for College Educational Administrator Positions (*Revised June 10, 1999*)

10B3I1 The joint screening committee shall include the College President or designee, faculty, and management. A representative of the classified staff and a student representative may be involved in the screening process at the discretion of the College President.

10B3I2 The College President or designee shall chair the joint committee. In addition to the chairperson, there shall be an equal number of faculty and management.

10B313 The College President shall recommend to the Chancellor for Board appointment one (1) or more of the candidates recommended by the joint committee. The joint committee shall recommend at least two (2) candidates to the President.

10B314 Faculty representatives shall be appointed by the academic senate.

10B315 Management representatives will be appointed by the College President.

10B316 For the position of College President the committee chair shall be the Chancellor or designee. The Chancellor shall recommend for Board appointment one (1) or more of the candidates recommended by the joint committee. The joint committee shall recommend at least two (2) candidates to the Chancellor.