

SUMMARY OF RECOMMENDED CHANGES

DATE: MARCH 2006

POLICY #: 4002.13

POLICY TITLE: SELECTION AND APPOINTMENT OF DISTRICT LEVEL ADMINISTRATIVE AND SUPERVISORY, PROFESSIONAL AND TECHNICAL PERSONNEL

Page (Item)	Recommended Change/Addition/Deletion	Rationale
Page 1- Policy definition and rule #1	<u>Add: (ASPT) and Technical Support Personnel (BTU/TSP)</u>	Clarification of groups impacted.
Page 1 Rule #2	Add: A job description review, <u>conducted by the hiring supervisor and coordinated by Human Resources.....</u>	Compliance with current practice
Page 1 Rule #3	Delete: and 4011.1	Compliance with current practice
Page 1 Rule #4a	Add/Delete: For all ASPT and BTU/TSP Positions, a trained Vacancy Screening Team reflecting the District's diverse population shall be established by the Associate Superintendent, Human Resources, or designee <u>which shall be The screening team shall be comprised composed of</u>	Clarification of groups impacted.
Page 1 Rule #4b	Add/Delete: A Representative from Non-Instructional Staffing of the Vacancy Screening Team will review candidate resumes to determine which candidates meet the minimum <u>qualifications. A Vacancy Screening team will review resumes for skills linked to the roles and responsibilities of the advertised for the position. Resume screening scores will be rank ordered. In order to select the most qualified candidates to be interviewed, the candidates with the highest ranking screening scores will move forward to the interview phase of the selection process.</u>	Compliance with current practice
Page 2 Rule #5a	Add/Delete: For positions below Director level, candidates shall be interviewed by a <u>committee comprised of a minimum of three (3) persons interview committee reflecting the district's diverse population and composed of the</u>	Clarification of current practice

	Associate Superintendent , Human Resources or his/her designee.....—	
Page 2 Rule #5b	<p>Add/Delete: For positions of Director and above, where there is considerable community contact, a Community Forum Panel consisting of <u>individuals reflecting the District's diverse population will be conducted.</u></p> <p>Representatives appointed by the Associate Superintendent, Human Resources, or designee may be used to interview the candidates using will <u>serve on the Community Forum Panel. Behavioral interviewing techniques will be utilized in the Community Forum. and make Based on the rank order scores from the Community Forum, candidates will be a recommendation recommended to the Superintendent for the final interview. The Superintendent and appropriate representatives from Senior Management, along with the supervising administrator for the position, will interview the final candidates for all positions of Director and above, using behavioral interviewing techniques, and will make a final recommendation to the Board.</u></p>	Compliance with current practice
Page 2 Rule 6	Delete: Scheduling of interviews will be coordinated by the Human Resources Division.	Grammatical Change
Page 2 Rule 7	<p>Add/Delete: The <u>final</u> interview committee will interview the candidates using behavioral interviewing techniques, utilizing interview guides developed and supplied by the Associate Superintendent, Human Resources or designee The interview committee will be trained in behavioral interviewing, and must reach consensus on the most qualified candidates to <u>A final candidate will be recommended to the Superintendent for consideration.</u></p>	Compliance with current practice
Page 2 Rule #8	Add/Delete: Reference checks /security clearance will be conducted by the Human Resources or the hiring department. Division. <u>Security Clearances will be conducted by Human Resources.</u>	Compliance with current practice
Page 1 Rule #10	Add/Delete: The Director, Equal Educational Opportunities, may monitor the screening and interview processes <u>and attend screening/interview meetings to ensure equal opportunity and/or access,</u> and attend screening/interview meetings whenever his/her schedule permits.	Clarity of current practice