

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE

SP 4111

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SP 4311

RECRUITMENT AND SELECTION

Butte County Office of Education employees constitute the most valuable resource for efficiently providing educational services. The County Superintendent is committed to employing suitable, qualified individuals to effectively carry out Butte County Office of Education's (BCOE) vision, mission, and goals.

The County Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

When a vacancy occurs, the supervisor or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. They will work with Human Resources to ensure dissemination of job announcements to a wide range of candidates.

The selection procedures shall include screening processes, interviews, reference checks from previous employers, and observations or assessment test when appropriate, as necessary to identify the best possible candidate for a position.

The County Superintendent or designee shall establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The County Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. They shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the County Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting.

For each position, the appropriate Cabinet member shall present to the County Superintendent the candidate(s) who meet all qualifications established by law and by job description and recommended by the interview committee. No person shall be employed by BCOE without the recommendation or endorsement of the County Superintendent or designee.

Legal Reference:

Education Code

200-262.4 Prohibition of discrimination

1311 Employment of persons to positions not requiring certification qualifications

44066 Restrictions on certification requirements

44259 Minimum requirements for preliminary multiple or single subject teaching credential

44830-44831 Employment of certificated persons

44858 Age or marital status in employment positions requiring certification qualifications

44859 Prohibition against certain rules and regulations re: residency

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45103-45139 Employment (classified employees)

Code of Regulation, Title 5

30-31 Affirmative action employment programs

Government Code

12900 California Fair Employment and Housing Act

12940 et seq. Discrimination prohibited; unlawful practices, generally

Title VII

Civil Rights Act as amended by Title IX Equal Employment Opportunity Act

Immigration Reform and Control Act Of 1986

Approved: July 2004

Revised: April 2022

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REGULATIONS REGARDING RECRUITMENT AND SELECTION

The County Superintendent is committed to an open and competitive system in recruiting and selecting personnel.

The position may be:

1. An administrative appointment by the County Superintendent;
2. An administrative transfer initiated by the County Superintendent;
3. A transfer opportunity, which may be requested by an employee;
4. A promotional opportunity for active employees; or
5. An open position for both active employees and outside candidates.

In order to promote consistent selection of quality personnel to fill positions for the Butte County Office of Education, the following selection procedures will be followed:

1. All proposed or potential employee positions will be submitted to Human Resources by submitting a Request for Recruitment form.
2. All newly created positions will be referred to the County Superintendent by the appropriate Cabinet Member with a recommendation for disposition.

Recruitment

Following the approval of a position, a formal announcement of the position will be published and distributed as appropriate.

The announcement must include:

1. General information about the position
2. Specific requirements of the position
3. The position's supervisory or directive sequence
4. The date and time the application is due
5. Salary range
6. Other information regarding the position, funding or other limitations and constraints

All recruitment announcements will be distributed appropriately. Posting of positions shall be as outlined in relevant bargaining unit agreements.

Posting of positions may be determined by position/location but shall be a minimum of:

Transfer Opportunity	5 working days
Promotional Opportunity/Only Active Employees	10 working days
Open Position for Active and Outside Candidates	10 working days
Management Openings	10 working days

“Open Until Filled” requires recruitment for no less than the minimum number of days.

Working days are defined as days when the Butte County Office of Education is open for public business.

Screening

Following the closing date, application packets for positions will be screened for completeness by the screening committee. Application packets that are not complete will not be considered.

The Chairperson will assist in the development of the screening criteria which may include testing or other requirements. The following testing requirements shall be part of the screening:

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1. Candidates for positions requiring bilingual skills in a specified second language will be required to complete a written and/or verbal translation in the required language.
2. Candidates for Instructional Paraprofessional positions shall demonstrate proficiency in basic reading, writing, and mathematical skills.

All complete candidate application packets will be made available to the Screening Committee for the initial screening.

Screening Committee

The Chairperson will appoint the members of the Screening Committee. The chairperson of the committee must have completed Human Resources training for hiring practices and procedures as approved by the County Superintendent.

The Screening Committee shall consist of no less than two (2) members with representation by a management position and a peer position for which the person is applying. Peer positions on the screening and interview committees may be from any peer-level employee of Butte County Office of Education.

It will be the responsibility of the Screening Committee Chairperson to follow the candidate screening procedures as outlined.

It will be the task of the screening committee to screen all application packets for the open position and recommend candidates to the Cabinet Member for the interview process. The appropriate Cabinet Member may accept the slate of candidates as presented or may request that additional candidates be included in the interview process.

After the final list of candidates to be interviewed has been approved by the Cabinet Member, Human Resources will notify all other candidates of their non-selection by email. (Written information or explanations will not be given to non-selected candidates).

Interview Committee

The Chairperson will appoint the members of the Interview Committee. The Chairperson will assist in the development of interview criteria/questions. The chairperson of the committee must have completed Human Resources training for hiring practices and procedures as approved by the County Superintendent.

The Interview Committee will be composed of a minimum of three (3) members. The Committee shall consist of a minimum of one (1) management position, one (1) peer position (similar to the position for which the person is applying), and a member at large from the department or site to which the person will be assigned.

Peer positions on the screening and interview committees may be from any peer-level employee of Butte County Office of Education.

The County Superintendent and/or Cabinet Member may also participate in the interviews when deemed appropriate.

It will be the responsibility of the Chairperson to notify Human Resources of the time, date, place, and interview candidates.

It will be the responsibility of the Chairperson to follow the procedures as outlined.