



Classified Hiring Priority List Development Process For New Positions

The Classified Hiring Priority List Development Process (CHPLDP) provides an inclusive and participatory mechanism that leads the campus community to the best possible identification of new classified hiring needs within the general fund. The success of this process will be determined by the level of participation from all constituent groups. It is of *utmost* importance to maintain inclusiveness at the earliest stage of the seven stage process.

Stage 1: Schools/Departments

In September, each School/Department will receive a hiring needs questionnaire. This questionnaire will start the CHPLDP which is tied to the Strategic Planning timeline.

Stage 2: Administrators/Managers

The Administrator/Manager of each School/Department will have a dialogue with their employees. Each School/Department will create and/or review their department's methodology to determine their hiring priorities. The creation and/or review of a department's methodology should be participatory and inclusive at all levels of their area and must include their current program, administrative unit review results, or other supporting evidence. The departments' method will produce a formal Classified Hiring Priority List (the List) with rationales in priority order. The administrator/dean/manager will create a strategy form to process the request from The List.

For vacant positions where there is a significant change to the title or position description, the requested position is to be considered a new position and should be included in the List. If a position or title change is time-sensitive, then the SPOBDC co-chairs may make a recommendation to the PEC to approve the proposed change outside the normal process and report back to SPOBDC, the Classified Senate President and the CSEA President in a timely manner.

The List is shared with the respective school/department and is submitted to their appropriate Administrator (President and Vice Presidents).

Stage 3: College President, Vice President of Instruction (VPI) and Vice President of Student Services (VPSS)

The College President, VPI, and VPSS each review their respective area's List including rationale, historical staffing data, and recommendations from the annual program review and strategy form. The College President, VPI, and VPSS make modifications as appropriate and then submit the List and documentation to the Classified Hiring Priority Task Force (CHPLDTF).

{At the conclusion of this stage, the List is shared with the Classified Senate President and the CSEA President}

Stage 4: Classified Hiring Priority List Development Task Force (CHPLDTF)

The CHPLDTF is composed of the Vice Presidents, one dean, one classified manager, two academic senate members, and two classified staff members. They meet to review and discuss the List and documentation. The CHPLDTF produces a comprehensive Irvine Valley College List that prioritizes classified positions. The CHPLDTF delivers its written list with rationales to the Strategic Planning Oversight and Budget Development Committee.

{At the conclusion of this stage, the List is shared with the Classified Senate President and the CSEA President}

Stage 5: Strategic Planning Oversight and Budget Development Committee (SPOBDC)

The SPOBDC, reviews and discusses the List and rationale submitted by the CHPLDTF. Each Administrator/Manager who has submitted a request has the opportunity to make an oral presentation. SPOBDC recommends modifications as appropriate. The prioritized List is forwarded to the President and College Council.

{At the conclusion of this stage, the List is shared with the Classified Senate President and the CSEA President}

Stage 6: College Council

College Council reviews the List submitted by the SPOBDC and forwards it to the President's Executive Council by the end of April.

Stage 7: President's Executive Council

The President's Executive Council (President, Vice Presidents and Budget Manager) meets to approve the final annual classified hiring priority list for new positions giving full consideration to implementation of the developed List from the stages noted above. The final classified hiring priority list will be disseminated to the SPOBDC and all constituents groups, the Classified Senate President, and the CSEA President.

<i>Ratified by College Council</i>	<i>3/10/2010</i>
<i>Revised by SPOBDC</i>	<i>7/27/2012</i>
<i>Revised by SPOBDC</i>	<i>9/19/2012</i>
<i>Revised by Classified Senate</i>	<i>9/26/2012</i>
<i>Revised by College Council</i>	<i>9/26/2012</i>
<i>Approved by President</i>	<i>9/27/2012</i>