



RECRUITMENT, APPOINTMENT AND PROMOTION PROCEDURES

It is the District's intent to attract the most qualified persons to apply for employment. Recruitment activities shall be conducted in such a manner as to attract qualified applicants and no person holding or applying for a position shall be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status (unless a bona fide occupational qualification).

Appointments to vacant regular-status positions shall be based on merit and fitness as determined by competitive examinations and/or evaluations. Objective and job-related minimum standards of employment for each job classification shall be approved by Human Resources with concurrence by the Department Manager.

Definitions

Open Recruitment: A recruitment for which any person may apply. An Open Recruitment will remain open for a minimum of ten (10) working days.

Promotional Recruitment: A recruitment for which Regular Status employees, and Temporary or Limited-Term employees who were hired through a competitive examination process, may apply. A Promotional Recruitment will remain open for a minimum of five (5) working days.

Recruitment

Recruitments may be conducted as either open or promotional recruitments. Either the Hiring Manager or Supervisor will submit the required Recruitment Request Form to Human Resources and HR will submit to the General Manager. Human Resources along with the Hiring Manager will determine the type of recruitment. Together, Human Resources and the Hiring Manager will create a job announcement based on current Job Description. Such determination shall be based upon the best interests of the District as well as a preference to promote current District employees. Human Resources will advertise the recruitment on the District's website and at all work sites. In addition Human Resources and the Hiring Manager may decide to advertise with local schools, other agencies, and other entities as deemed fit.

Applications

Applications shall be accepted at any time, and will remain on file for a maximum of six (6) months. Applications must be filed in the Administration Office prior to the closing date of the application period. Postmarks will not be accepted to meet the final filing deadline. Applications, whether accepted or rejected, shall not be returned.

Information given in an application may be verified and the applicant may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits. An applicant may be disqualified for making false statements or failing to disclose requested information on the application form. Applicants may be requested to sign a release authorizing information for a background investigation related to the job.

Examination Process

The nature of the examinations shall be determined by Human Resources and the Hiring Manager. Examinations for appointment or promotion shall be in such form as to fairly test the abilities and aptitudes of the applicants for the duties to be performed.

Examinations may include appropriate written, oral or practical tests, or any combination that will fairly evaluate the knowledge, skills and abilities of the applicants.

Oral Appraisal Boards

The District will use oral appraisal boards to conduct objective reviews of applicant qualifications through evaluation of oral responses to job-related questions. Oral Boards will normally consist of two to three members, with at least one member from outside of the District whenever possible. Candidates will be rated at the conclusion of the interview by each Oral Board member and receive a composite score averaging the individual ratings. Current District employees in good standing will receive an additional five (5) points towards their overall score. The General Manager or Human Resources shall approve any exceptions to the above.

Limited Number of Qualified Applicants

When there are three or fewer qualified candidates for a vacant position, Human Resources may approve departmental interviews of candidates without the use of an oral appraisal board.

Eligibility Lists

An eligibility list may contain the name of one or more persons. Candidates qualifying for employment or promotion shall be placed on an eligibility list in rank order of the scores obtained in the examination. Eligibility lists may be merged, upon approval by Human Resources.

Use of Eligibility Lists

Upon approval of the list by Human Resources, the eligibility list will be certified to the appropriate department for review. Candidates will be considered by the department in the order in which they appear on the eligibility list. Any candidate on the eligibility list may be selected. Human Resources will require written justification for hiring a candidate when the candidate is not selected from the top three rankings.

Expiration of Eligibility Lists

Eligibility lists shall remain in effect for a period not to exceed six months, or until the eligibility list has been exhausted, whichever occurs first.

Extension of Eligibility Lists

Prior to expiration, eligibility lists may be extended for a maximum period of six months by Human Resources, upon request of the Hiring Manager. Whenever the appointment from an eligibility list is delayed due to the imposition of a personnel hiring freeze by the Board of Directors or General Manager or pending appointment upon successful completion of a background investigation, the list may be extended by the General Manager for up to one year.

Decertification of Eligibility Lists

Human Resources may determine that a list is no longer valid prior to its six-month expiration due to a change in job requirements or a lack of qualified candidates.

Hiring Process

Applicants will be required to undergo drug, alcohol and TB testing, provide a release for prior employment information, and participate in the Department of Justice – Live Scan Finger Printing. Some positions may require the applicant provide evidence of a valid California driver license. A conditional offer of employment will be extended prior to the completion of these processes.

Fingerprinting

All Employees will be fingerprinted and must be cleared by the Department of Justice in order to be employed by the District. Parental permission is required for minors.

Criminal Conduct – Ineligibility for Employment

Felony and misdemeanor convictions may be considered by the District in determining qualifications for employment. In viewing such convictions, the District shall remain in compliance with applicable federal and state laws and regulations while considering all of the circumstances including, but not limited to the following factors:

1. The position for which the person is applying and whether the position applied for is related to the nature of the conviction;
2. The nature of seriousness of the offense;
3. The circumstances surrounding the conviction;
4. The length of time elapsed since the conviction;
5. The age of the person at the time of the conviction;

6. The presence or absence of rehabilitation or efforts at rehabilitation.

Medical Examination/Reference Checks/Clearances

After receiving an offer of employment, each prospective employee must undergo a medical examination including a drug, tuberculosis, and alcohol screen at a licensed medical facility selected and paid for by the District. Job references will also be checked. Employees who drive District or personal vehicles on District business will be required to have and maintain a valid California driver's license and personal auto insurance and must be eligible for coverage under the Districts' insurance policy.

Appointments

Appointments and promotions to vacant positions shall be based on merit and fitness as determined by competitive examinations and/or evaluations.

Prior to making an offer of employment, appointments and conditions of the appointment must be approved by Human Resources and General Manager. When an appointment is to be made, prior to the employment start date, the hiring department shall submit to Human Resources a completed Notice of Pay Form indicating the new employee's name, salary, range, and employment start date.

Acting Assignments

Designation of a temporary acting assignment may be made, without creation of an eligibility list, upon approval from the General Manager and Human Resources. If at any time the position becomes available on a permanent basis the employee must successfully compete and be placed on an eligibility list prior to regular appointment.

Limited-Term

Employees appointed on a limited-term basis shall be notified in writing at the time of appointment of the limited-term nature of their appointment and the estimated end of their employment.

Provisional Appointment

In the absence of an appropriate eligibility list, a provisional appointment may be made by the appropriate Hiring Manager, with the approval of the General Manager and Human Resources, of a person meeting the minimum qualifications for the position. A provisional appointment shall be for a maximum of six months. Within the six-month period, the employee must successfully compete and be placed on an eligibility list prior to regular appointment. If an employee is not successful, separation from provisional appointment will be automatic at the end of the six-month period, or when the position is filled, whichever comes first. The employee will be returned to previous employment if applicable.

For further questions on Out of Class assignment, please see the Employee Manual, Article 7 – Wages, Section O – Out of Class Assignments.

RECRUITMENT REQUEST FORM

POSITION INFORMATION

Title _____ Salary Range _____ Bottom _____
Reporting To _____ Top _____
Reason for Request: (FT Only) _____

EMPLOYMENT CATEGORY

- Full Time
- PT Year Round
- PT Restricted
- PT Seasonal

WORK SCHEDULE

Days _____
Hours _____

Was this position in your budget?

Yes

No

Why? _____

OTHER BENEFITS

- CELL PHONE
- CAR
- UNIFORM
- OTHER: _____

RECRUITMENT INFORMATION

Ideal Start Date _____ Open _____ Close _____
Is there an active list? _____
Supplemental questionnaire? If Yes, please attach a list of questions. _____
Will there be an oral board needed? _____ Please provide a list of possible board members with contact information

ADVERTISING INFORMATION

See Back For Details

How much would you like to spend? _____ What is remaining in the budget? _____

APPROVAL

Requested by: _____ Date: _____

Signature: _____

Human Resources: _____ Date: _____

Signature: _____

General Manager: _____ Date: _____

Signature: _____

RECRUITMENT REQUESTS MUST BE APPROVED BY HUMAN RESOURCES PRIOR TO THE GENERAL MANAGER
PLEASE ATTACH THE **CURRENT JOB DESCRIPTION** AS WELL AS A **STATEMENT DETAILING YOUR IDEAL CANDIDATE**

RECRUITMENT ADVERTISEMENT

PLEASE REVIEW CURRENT BUDGET PRIOR TO SELECTING FROM THE ADVERTISING CHOICES

Please select TOP 3 advertising choices

✓ COMMUNITY COLLEGES	Cost/Time
<input type="checkbox"/> Ventura Community College	40 Minutes
<input type="checkbox"/> Moorpark College	40 Minutes
<input type="checkbox"/> Oxnard College	40 Minutes
<input type="checkbox"/> Santa Barbara City College	40 Minutes
<input type="checkbox"/> Other:	

✓ UNIVERSITIES	Cost/Time
<input type="checkbox"/> CSUCI	40 Minutes
<input type="checkbox"/> UCSB	40 Minutes
<input type="checkbox"/> Cal Lutheran	40 Minutes
<input type="checkbox"/> Pepperdine	40 Minutes
<input type="checkbox"/> Cal State Northridge	40 Minutes
<input type="checkbox"/> Cal Poly - SLO	40 Minutes
<input type="checkbox"/> Azusa Pacific	40 Minutes
<input type="checkbox"/> Cal Poly - Pomona	40 Minutes
<input type="checkbox"/> Fresno State	40 Minutes
<input type="checkbox"/> Cal State Fullerton	40 Minutes
<input type="checkbox"/> Other:	

✓ NEWS PAPERS	Cost/Time
Acorn	
<input type="checkbox"/> Moorpark and Simi	\$ 132.00
<input type="checkbox"/> Thousand Oaks and Camarillo	\$ 158.40
<input type="checkbox"/> Moorpark, Simi, TO, Camarillo	\$ 290.40

✓ WEBSITES/SPECIAL PUBLICATIONS	Cost/Time
<input type="checkbox"/> CPRS	\$ 75.00
<input type="checkbox"/> CSDA	
<input type="checkbox"/> Single - 30 Day	\$ 100.00
<input type="checkbox"/> Single - 45 Day	\$ 150.00
<input type="checkbox"/> Three 30-Day (package)	\$ 255.00

VC Star	
<input type="checkbox"/> 1 Ad	\$ 399.00
<input type="checkbox"/> 2 Ads	\$ 385.00
<input type="checkbox"/> 3 Ads	\$ 375.00
<input type="checkbox"/> 4 Ads	\$ 350.00
<input type="checkbox"/> 5-9 Ads	\$ 320.00
<input type="checkbox"/> 10-24 Ads	\$ 265.00

Rates subject to change

OTHER

Please list any other advertising medium you would like to use:
