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1.0 Job Description

- 1.1 For each management position to be filled, a job description shall be updated or developed by the supervisor of the management employee and the Director, Human Resources, and approved by the Chancellor. Job descriptions for Los Rios Community College District Officer positions shall be submitted to the Los Rios Community College District Board of Trustees for approval. Job descriptions for other management positions shall be provided to the Board of Trustees for review.
- 1.2 The criteria used to assess candidates for a position shall be satisfaction of the requirements outlined in the job description by considering the education, experience, and ability of the candidates.

2.0 Opportunity for Lateral Transfer

- 2.1 Upon approval by the Chancellor that a vacant Board of Trustees-approved management position be filled, the Human Resources Office will notify appropriate District managers.
 - 2.1.1 Announcement of the opportunity for a lateral transfer, including a job description and qualification criteria, will be sent to all managers at the same level as the position opening. Not less than seven (7) calendar days should be allowed for a response.
 - 2.1.2 Questions regarding open positions should be directed to the Human Resources Office.

3.0 Building an Applicant Pool

In addition to posting on the District website, efforts will be made to post to other web resources and/or provide links to the District site and post notices in publications to provide for diverse and inclusive applicant pools.

- 3.1 Open positions shall be advertised broadly in order to insure that interested members of underrepresented groups are included in the qualified applicant pool for the position. "In house" or "promotional only" recruitment shall be used only in case of documented "business necessity."
- 3.2 The District shall be identified as an equal opportunity employer.
- 3.3 Full-time management positions should be advertised for no less than forty (40) days, and confidential positions for no less than two (2) weeks.

4.0 Qualifications

- 4.1 Applicants and employees with felony convictions and applicants or employees that are disqualified for service under Education Code, sections 87010, 87011,

87405, or 88022 shall be individually evaluated based on the requirements of the position following factors:

- 4.1.1 Nature and Gravity of the Offense(s). The Human Resources Office shall evaluate felony conviction(s) to determine the nature and severity of the offense(s) or conduct. This evaluation may take into account the harm caused by the crime, the elements of the crime, and the severity of the crime. A more severe crime would tend towards disqualifying the applicant.
- 4.1.2 Time That Has Passed Since the Offense(s) or Conviction(s). The Human Resources Office shall evaluate the amount of time that has passed since the most recent offense or conviction and any prior offense(s). A single offense or a last offense committed more than ten (10) years prior to the application date suggests an applicant will not recidivate. Subsequent employment history and efforts at rehabilitation is relevant to this inquiry. Crimes committed more recently would tend towards disqualifying the applicant.
- 4.1.3 Nature of the Job Held or Sought. In light of the first two factors, the Director of Human Resources shall examine the nature of the duties and essential functions of the job held or sought to determine if excluding the applicant is consistent with business necessity. Consideration may be given to the location of the job and the persons the applicant will come into contact with in the job. For example, convictions of property, theft, or larceny crimes tend toward disqualifying applicants for positions of trust or positions that control money or property. Convictions for violent felonies would tend towards disqualifying applicants from positions that require contact with students, staff, or the public.
- 4.1.4 Applicants with disqualifying convictions shall be notified that they have been screened out due to a felony conviction and provided with an opportunity to demonstrate that they should not be screened out due to the applicant's particular circumstances. The Human Resources Office shall review this information prior to making a final decision.

5.0 Certifying the Composition of the Qualified Applicant Pool

- 5.1 The Associate Vice Chancellor, Human Resources will review applications before they are forwarded to the College (or District Office division) and certify that qualified underrepresented applicants are included in the group.
- 5.2 The Human Resources Office will maintain applicant flow data showing the total number of qualified applicants for each open position as well as the number of women and members of underrepresented groups.

6.0 Physical Examinations

- 6.1 Tuberculosis Clearance

- 6.1.1 No person shall be initially employed by the Los Rios Community College District without appropriate tuberculosis clearance unless otherwise excepted by law. (Ed. Code, § 87408.6)
- 6.1.1.1 Persons employed must provide documentation indicating they are free of infectious tuberculosis risk factors—or they are free of infectious tuberculosis as indicated by an intradermal tuberculin test, an Interferon Gamma Release Assay (IGRA) blood test and/or a chest X-ray (CXR)—initially upon hire and every four (4) years thereafter. The examination shall occur within sixty (60) days of initial employment.
- 6.1.1.2 Results of such assessments, tests or X-rays must indicate that the person employed is free from evidence of active tuberculosis.
- 6.1.1.3 The provisions of the paragraph above shall not apply to any employee who files an affidavit stating adherence to the faith or teachings of any well-recognized religious sect, denomination, or organization which, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion, and that to the best of the employee's knowledge and belief, the employee is free from active tuberculosis.
- 6.1.1.4 If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, the individual may be excluded from service until the Los Rios Community College District Board of Trustees is satisfied that the employee is not so afflicted.
- 6.1.1.5 An employee transferring to the District from another community college district, private or parochial elementary school, secondary school or nursery school can satisfy requirement of section 6.1.1.1 by producing a tuberculosis clearance completed within the past four (4) years or by verification of prior employer that the employee has a tuberculosis clearance on file within the past four (4) years.

7.0 Employee Health Clearance

- 7.1 The District may require a medical examination to ascertain a prospective employee's ability to perform essential functions of the position after an offer of employment has been made.
- 7.1.1 Such examination will be conducted by a physician designated by the District.
- 7.1.2 An employee's own physician may be included in the employee's examination procedure.

7.2 An employee examined pursuant to Section 6.1 above shall obtain evidence of freedom from health problems which would be detrimental to the performance of essential job functions.

8.0 Payment for Tuberculosis and/or Health Clearances

8.1 Tuberculosis clearance for employees (other than newly-hired) will be reimbursed by the District up to \$20 if the employee obtains clearance from his/her personal health care provider or a provider from a District-designated health center by any of the following means: a risk assessment, an intradermal tuberculin test, an Interferon Gamma Release Assay (IGRA) blood test, and/or a chest X-ray (CXR).

8.2 Tuberculosis risk assessments and intradermal tuberculin tests are free at campus health centers for existing and newly hired employees.

8.3 When an employee is required, as a condition of continued employment, to obtain a medical or physical examination, the District shall pay the costs of such examination upon written authorization from the Human Resources department.

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