

Lewis Center for Educational Research

**AR 4400: PERSONNEL
HIRING PRACTICES**

Adopted: August 10, 2006

Revised: March 9, 2015

Process For Creating a New Position

- The hiring process starts with the appropriate Administrator completing a “Request to Hire” form, showing justification for the position and stating required qualifications, specific duties to be performed, and the number of hours and duty days. The Administrator will work with the Human Resources ("HR") Department to assess the operational needs of the Lewis Center for Educational Research ("LCER") considering the following to include but not limited to: supervisor justification; changes in educational programs; increases and decreases in enrollment, as well as staff retirements, resignations, reclassifications and transfers. Once information is assessed, the development of a job description that portrays the position's required knowledge, skills and abilities, along with a Request to Hire is submitted to the Director of HR for signature. HR then submits the request to the Finance Department.
- The Finance Department will assess the financial needs of the request and determine if the position can be sustained by the budget. Once the information is assessed, the Request to Hire is submitted to the Director of Finance for signature. Finance then submits the request to the President/Chief Executive Officer ("CEO") or designee for signature and final approval.
- An attempt will be made to fill a vacant position from within the LCER organization either through lateral (no change in wage scale) intra-company transfers/re-classifications or internal posting of the position. Current employee candidates must meet the minimum qualifications as set forth in the job description for the vacant position. The position may be posted concurrently internally and externally, at the discretion of the Administrator and Director of HR . When filling the position from within the LCER organization, the move/transfer of the selected employee to the new position will be based on the needs of the department(s).
- When filling the position from outside the LCER, a minimum of one-week will be allotted for the job announcement to be posted and advertised and one week minimum will be allowed for the scheduling and conducting of interviews. Under the direction of HR, outside applications will be accepted, followed by paper screening of applicants by HR Department, Credentials Analyst (if credentials are required), and appropriate Administrator; conducting of interviews; testing as required; selecting a candidate; employment background check approval of candidate and a job offer. If the job offer is accepted, the California Department of Justice (DOJ) criminal background check will be completed and a start date determined. In no case will an applicant be hired prior to a clear criminal background check. In addition, a clear TB certificate must be submitted to HR prior to the effective date of hire.

Process for Filling an Existing Position

- The appropriate Administrator will complete a “Request to Hire” form. The Administrator will work with the HR Department to assess the operational needs of the LCER considering the following to include but not limited to: supervisor justification; changes in the educational program; increases and decreases in enrollment, as well as staff retirements, resignations, reclassifications and transfers. Once information is assessed, the Request to Hire is submitted to the Director of HR for signature. HR then submits the request to the Finance Department.
- The Finance Department will assess the financial needs of the request to determine if the position can continue to be sustained by the budget. Once the information is assessed, the Request to Hire is submitted to the Director of Finance for signature. Finance then submits the request to the CEO or designee for signature and final approval.
- An attempt will be made to fill a vacant position from within the LCER organization either through lateral (no change in wage scale) intra-company transfers, re-classifications or internal posting of the position. Current employee candidates must meet the minimum qualifications as set forth in the job description for the vacant position. The position may be posted concurrently internally and externally, at the discretion of the Administrator and Director of HR. When filling the position from within the LCER organization, the move/transfer of the selected employee to the new position will be based on the needs of the department(s).
- When filling the position from outside the LCER, a minimum of one-week will be allotted for the job announcement to be posted and advertised and a minimum of one week will be allowed for the scheduling and conducting of interviews. Under the direction of HR, outside applications will be accepted, followed by screening of applicants by HR Department, Credentials Analyst (if credentials are required), and appropriate Administrator; conducting of interviews/and or testing; selecting a candidate; employment background check, approval of candidate and a job offer. If the job offer is accepted, the California Department of Justice (DOJ) criminal background check will be completed and a start date determined. In no case will an applicant be hired prior to a clear criminal background check. In addition, a clear TB certificate must be submitted to HR prior to the effective date of hire.

Approval Process

- Administrator
- Director, Human Resources
- Director, Finance
- CEO/President or designee for final approval
- Foundation Board for review and oversight