

Lewis Center for Educational Research

**AR 4400: PERSONNEL
HIRING PRACTICES**

Adopted: August 10, 2006

Revised: December 15, 2025

Process For Creating a New Position

- The hiring process starts with the appropriate Lewis Center for Educational Research (“LCER”) Administrator requesting a “Personnel Request” form from Human Resources (“HR”), showing justification for the position to include, but not limited to, required qualifications, specific duties to be performed, number of hours and duty days, and budget information in alignment with the Local Control Accountability Plan (“LCAPP”).
- The Administrator will work with HR to assess the operational needs of 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 will be created that portrays the position's required knowledge, skills and abilities. The Administrator will also work with HR to develop interview questions and applicable assessments.
- The Finance Department will assess the financial needs of the request and determine if the position can be sustained by the budget.
- An attempt may be made to fill a vacant position from within LCER either through LCER 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 and be rated meets standard on all sections of their last performance review. The position may be posted internally and/or externally, at the discretion of the Administrator and Director of HR . When filling the position from within LCER organization, the transfer or reclassification of the selected employee to the new position will be based on the needs of the department(s).
- When filling the position from outside LCER, a job announcement will be posted and advertised. Under the direction of HR, outside applications will be accepted, followed by screening of applicants by HR, and appropriate Administrators; 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”) and Federal Bureau of Investigations (“FBI”) criminal background checks 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 request HR to complete a “Personnel Request” form. The Administrator will work with HR to assess the operational needs of 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. The Finance Department will assess the financial needs of the request to determine if the position can continue to be sustained by the budget.

- An attempt may be made to fill a vacant position from within LCER either through LCER 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 and be rated meets standards on all sections of their last performance review. The position may be posted internally and/or externally, at the discretion of the Administrator and Director of HR. When filling the position from within LCER, the transfer or reclassification of the selected employee to the new position will be based on the needs of the department(s).
- When filling the position from outside LCER, a job announcement will be posted and advertised. Under the direction of HR, outside applications will be accepted, followed by screening of applicants by HR, and appropriate Administrators; 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, DOJ and FBI criminal background checks 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
- Fiscal Analyst (Budget Review)
- Chief Business Officer
- CEO/President or designee for final approval