

Initial Step Placement for Management Positions

The process begins when the hiring manager recommends the new hire to the *President/Superintendent following final interviews. Once this happens, the President/Superintendent* notifies HR whether we may proceed with evaluating the application materials submitted by the selected candidate.

If the candidate is approved for salary placement assessment, then an HR Analyst reviews the application materials and assesses the candidate's demonstrated education and experience. **Specifically, we look at the minimum qualifications listed in the job announcement and then begin crediting the education/experience to meet the MQ's.** Any additional years of experience that would be qualifying for meeting the MQ's would then be used as the basis for recommending that the candidate be placed on a higher step using a **1-year:1-step approach**. The recommended placement is then provided to our AVP of Human Resources for review and consideration. If approved, then the HR Analyst provides the President/Superintendent with the recommended placement. The President has discretionary authority to credit additional related experience for salary placement purposes.

Sample A – Candidate with Management Experience Promoting to Management Position

Position Level: Director-level position
Min. Quals.: Master's degree and three (3) years of formal training, internship, or leadership experience reasonably related to the administrative assignment.
Candidate Quals.: Possession of master's degree and eight (8) years of qualifying management experience.
Assessment Summary: A candidate applying for this Director-level position who possesses eight (8) years of qualifying experience would have 3 of their 8 years of experience applied to satisfying the MQ's and the remaining five (5) years of experience used for step placement purposes. Using the 1-year:1-step approach, the recommendation would be that the candidate be placed on Step 6 of the salary schedule (with the rationale being that meeting MQ's places you on Step 1, so having 5 years beyond the MQ's would move you 5 steps on the salary schedule). Subsequent step increments occur after 1 year of service in the position, or on July 1 of the subsequent year.

Use of the Equivalency Process

For applicants applying from outside the CA Community College System, for those with industry work experience, and for those who have followed less-conventional career paths, the equivalency process is an avenue by which candidates can demonstrate that they meet or exceed the minimum qualifications. For successful candidates for management positions, they have already been assessed as minimally qualified (in order to pass recruitment screening). The next step in the equivalency process is to assess the applicability of their **reasonably related or directly related** education and experience to salary placement.

Sample B – Candidate with Faculty Experience Promoting to Management Position

Position Level: Dean-level position
Min. Quals.: Master's degree and one (1) year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
Candidate Quals.: Possession of doctorate degree and ten years of full-time faculty experience

Assessment Summary: A candidate with a doctorate degree would meet the educational requirements for the position. However, the application materials submitted would need to clearly demonstrate that the applicant had at least “one (1) year of formal training, internship, or leadership experience reasonably related to the administrative assignment.”

Ordinarily, a 40-hour per week teaching position would not satisfy the requirement regardless of how long the applicant had been teaching. This is true even when internal candidates apply for management opportunities. Examples of faculty leadership which may be considered include Academic Senate or union leadership, serving as a Faculty Lead/Department Chair, leading a grant or other special project, etc.

Sample C – Candidate with Classified Position and Stints in Acting Management Roles Promoting to Management Position

Position Level: Director-level position
Min. Quals.: Master’s degree and one (1) year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
Candidate Quals.: Possession of master’s degree, fifteen years of full-time classified experience, and 2.5 years of acting/interim management experience
Assessment Summary: A candidate with a master’s degree would meet the educational requirements for the position. As for the formal training/internship/leadership experience reasonably related to the administrative assignment, the application materials submitted would need to clearly demonstrate that the applicant had full time equivalent experience.

In most instances, a classified position would not satisfy the requirement for leadership experience. However, it is possible that individual applicant held acting/interim management-level assignments before. The acting/interim experiences would be considered qualifying experience. Other examples of classified leadership experience that may be considered include Classified Senate or union leadership or leadership of a grant activity or special project. In above example, 1 of the 2.5 years of Acting/Interim management experience would be applied to satisfy the minimum qualifications, and the remaining 1.5 years would be applied towards salary placement.

Each applicant is assessed on the merits of the materials they submit. This means that there could be instances where individual applicants submit applications showing that they served in reasonable related leadership positions. This demonstrated experience is considered for both satisfying minimum qualifications and salary placement purposes and is done on a case-by-case basis. In all cases (internal and external), the applicant is responsible for demonstrating how their experience satisfies the minimum qualifications. Furthermore, the applicant must demonstrate the time commitment satisfies the requirement articulated in the job bulletin. The one (1) year requirement means one (1) year in a full-time/40 hour per week capacity.