

Classified Hiring Prioritization and Recommendation

Berkeley City College

The following process describes when and how BCC's Classified Senate will make its recommendation to Roundtable as hiring opportunities become available. There are four distinct scenarios when the Classified Senate can make its recommendation(s) which are listed below.

Hiring Scenarios

1. Upon completion of Program Review/Annual Program Update (APU) – Prioritization steps 1 through 9 below will be applied. The Senate will endeavor to provide its recommendation within 30 days of when the narratives are provided to the Senate president in accordance with Prioritization Step 3.
2. When a vacancy occurs (or is scheduled to occur) by attrition such as resignation or retirement – the following steps will be applied for the purpose of determining whether to rehire, to postpone hiring, or to defund/freeze the position. The Senate will endeavor to provide its recommendation within 15 days of when the narrative is provided to the Senate president in accordance with Prioritization Step 3.
 - a) The PR/APU submitter or designee will provide a written narrative to the Classified Senate President as outlined in Prioritization step 3.
 - b) The Classified Senate president will convene an ad hoc Resource Prioritization subcommittee as outlined in Prioritization step 4 and schedule a Q&A presentation per Prioritization step 4b.
 - c) The ad hoc committee will develop a narrative that supports a hiring recommendation based on information provided in Prioritization steps 4a and 4b.
3. When a grant proposal is under development – The grant submitter will provide a narrative that defines the scope of the project to include any needed Classified staff support. The Classified Senate president will convene a small ad hoc committee for the purpose of submitting a recommendation that supports the needs of the program and any impact on workload.
4. When a new position with existing restricted funding such as grants, parcel tax, or otherwise categorically funded is being considered – the submitter will provide a written narrative and/or presentation to the Classified Senate. The Classified Senate president will convene a small ad hoc committee for the purpose of submitting a hiring recommendation that supports the needs of the program.

Prioritization Steps

Step 1: Gather and create a list of position requests from PR/APU's.

Step 2: Classified positions are prioritized by the APU submitter, “1” need position immediately and “2” position can wait until next year. The immediate manager will gather the initial ranking by APU submitters and provide to Classified Senate President.

Step 3: For Classified positions prioritized as “1” the PR/APU submitter or designee will collaborate with their administrative team to provide a written narrative to the Classified Senate President. The narrative is limited to no more than 2 pages and will address the following questions:

- a) What is the relationship of this position to college plans and priorities, including the Education Master Plan, Equity Plan, current state-wide initiatives, and college goals?
- b) How is this work being managed now?
- c) Could temporary and/or part-time Classified staffing be used as effectively to carry out the same duties?
- d) How many students or departments could be affected by this position? What capacity for student demand is currently not being met?
- e) What is the degree of critical impact for filling this position on a department(s) at the college? Describe any distinct, special needs of the department or discipline. How would the hire meet those needs?
- f) What are the risk management or safety issues relating to this position? In what ways is the college at risk of legal liability if the position is not filled?
- g) How does the number of Classified professionals in this position per FTES college-wide and within the department, compare to the number of Classified professionals in this position per FTES at the other colleges in the District?

Step 4: The Classified Senate president will convene an ad hoc Resource Prioritization subcommittee whose membership will consist of three (3) Classified professionals from Office of Instruction, Student Services, and Business Administrative Services for a total of nine (9) committee members. The ad hoc committee will decide on a chair person and will perform the following:

- a) Review all available request narratives.
- b) Schedule Q&A presentations with each immediate manager or designee for a maximum of 10 minutes each. (The intention in this step is to allow for relevant information to be presented, including in circumstances where such information is not available in Program Review/APUs.)
- c) Individual ranking by ad hoc committee members will be done on a scale from 0-4 (0=does not apply, 1=very weak connection/need, 2=weak connection/need, 3=satisfactory connection/need, 4=strong connection/need) based on the following in relation to the questions below:
 - i) Relationship to college-wide goals and/or plans.
 - ii) Degree of need, based on impact to current staffing that includes workload, working out-of-class, use of hourly workers, overtime and secondary assignments.
 - iii) Degree of critical impact to students and their educational goals.

- iv) Degree of critical impact on a department(s) at the college.
- v) Degree of need to address safety concerns and/or legal obligations.

Step 5: Overall rankings will be compiled by the ad hoc committee. A prioritized list will be developed based on total scores with highest score being the top priority.

Step 6: The ad hoc committee will draft an accompanying narrative on key aspects of the committee's work and ranking. The prioritized list and narrative will be forwarded to the Classified Senate for review.

Step 7: The Classified Senate will provide the narrative and prioritized list as a recommendation to Roundtable.

Step 8: The college President provides announcement of decision and explanation of their rationale.

Step 9: The ad hoc committee will put forward any process recommendations to the Classified Senate for consideration to be implemented in future iterations. The Classified Senate will periodically review this process for the purpose of relevance, accuracy, and fairness.

References

BCC Classified Senate Constitution

Adopted 2015 Berkeley City College Classified Prioritization Process

AP 3280 - Grant Applications and Awards

Approved/Updated

BCC Classified approved November 20, 2024