



# **ADMINISTRATIVE** **PROCEDURE**

**7100**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **COMMITMENT TO DIVERSITY**

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. For this reason each position will be filled by a candidate recommended by a Screening/Interviewing Committee. This committee shall consist of representatives from various age, gender, and ethnic backgrounds. If required, the committee will also consist of representatives from various groups on the campus as defined in the operating procedure for the given position classification search process.

The screening/Interviewing Committee will receive Equal Employment Opportunity (EEO) training and an EEO representative will sit on each committee.

Every job opening shall be advertised in a variety of publications, in print or on the internet, to reach persons of varying gender, ethnicities, age, and socio-economic backgrounds. A record shall be kept of recruiting sources utilized for each position.

To measure the effectiveness of diversified recruiting, the District's application materials contain a separate voluntary Recruitment Information form. This form requests applicants to voluntarily disclose their ethnicity, age, gender, disability status, veteran status, and recruiting resource. This form will be removed from the application packet by Human Resources prior to the application being reviewed by the committee. Information provided on this form will be used for Human resources to track the effectiveness of position advertising and to conduct an Adverse Impact Analysis.

The Adverse Impact Analysis will track ethnic, age, gender, and disability status at various stages of the recruitment process. The results help identify any stage of the process that might have an adverse impact on applicants of a particular group. Any part of the recruitment process identified as screening out a disproportionate number of a particular group will be reviewed and subject to revision.

Upon selection of a finalist for the position, the entire recruiting process will be reviewed by Employment Services and if acceptable a "Recommend for Hire" form shall be circulated for approval.

The specific recruitment procedure for various employee groups may be found in the Personnel Operating Procedures.

The District's ongoing Equal Employment Opportunity (EEO) efforts can be found in the District EEO Plan. Complaint procedures regarding nondiscrimination in employment can also be found in the District EEO Plan.

**Reference: Education Code Sections 87100 et seq., Title 5 Sections 53000 et seq.**

Cabinet Approval: August 31, 2010

College Planning Council Approval: September 10, 2010

Next Review: September 2015

Administrator: E.D. Human Resources