

# GCCCD

## District Services

### QUICK REFERENCE

#### Strategic Staffing Plan

#### Recruitment Priorities

#### General Information

The purpose of this Quick Reference is to document the GCCCD Strategic Staffing Site Priorities, which ensures transparency and justification of recruitment priorities.

#### Steps

- Site considers strategic staffing needs and budget availability
- Site develops recommendation during site budget and planning meetings, including detailed justification Strategic Hire Request (SHR) available on Forms depot
- President or VC submits SHR for Cabinet discussion
- After Cabinet consideration
  - Budget and Administrative Services (BAS)
    - Confirms budget status for SHR in specific hire key-object
    - Post SHR to intranet for next DSP&BC
- After DSP&BC discussion
  - Requesting Department
    - Once notified of DSP&BC discussion, department may hire a qualified (must meet minimum qualifications) interim or substitute *Note: No work may be assigned until completed hire paperwork is approved by HR*
  - Employment Services (ES)
    - Once notified of SHR review at DSP&BC, begin recruitment.
    - VCHR will assist Recruiters with prioritization
    - If position is new, and organizational modification is on file, add to next Governing Board docket
    - Link internal recruitment emails to SHR posted on DSP&BC intranet site.
    - Update recruitment status on “Status of Approved Recruitments” (SAR) document and post document to intranet following the monthly DSP&BC meeting, and as Emergency – Expedited Process requests are received as approved from the Chancellor’s Office.
  - Budget and Administrative Services
    - Once a month, confirm budget impact

#### Emergency - Expedited Process

If a member of Chancellor’s Cabinet considers a position to be an **emergency** need:

- The Cabinet member will bring Strategic Hire Request to Chancellor’s Cabinet for review.
- If approved for expedited processing, Chancellor’s office will forward the request to ES to begin recruitment and to VCB office to add to the “Status of Approved Recruitments.”
- The VCB office will include on the next DSP&BC agenda.