

Human Resources

1 **AP 7110 DELEGATION OF AUTHORITY, HUMAN RESOURCES**

2 **Reference:**

3 Education Code, Section 70902(d);
4 ACCJC Accreditation Standard III.A.11

5 **A. Authorization to Hire**

6 The authority to hire employees for all service to the District is vested in the Board of
7 Trustees. No employment is final until the Board takes official action.

8 **B. Recommendation for Hire**

9 The establishment of new positions requires approval from the Board of Trustees.
10 Replacement positions require recommendations from the appropriate Vice President of
11 the area to the President/Superintendent. The President/Superintendent will ensure that
12 funds are available to cover the cost of replacement or new positions. The Human
13 Resources Office is responsible for filling authorized positions through the established
14 hiring policies and procedures.

15 **C. Delegation of Responsibility**

16 The President/Superintendent may delegate to the Vice President of Human Resources
17 the development of job responsibilities and the performance of other personnel actions
18 provided that all state and federal laws and regulations, Board Policies, and
19 Administrative Procedures are followed.

20 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008
Dates Revised: July 1, 2010; April 8, 2019
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