

Human Resources

AP 7110 DELEGATION OF AUTHORITY, HUMAN RESOURCES

Reference:

Education Code, Section 70902(d);
ACCJC Accreditation Standard 3

A. Authorization to Hire

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

B. Recommendation for Hire

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

C. Delegation of Responsibility

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

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: 12/10/08

Dates Revised: 7/1/10, 4/8/19

Date Reviewed: 11/17/25