

**Human Resources**

**1 BP 7120 RECRUITMENT AND HIRING**

**2 References:**

- 3 Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq.,
- 4 and 87458;
- 5 Title 5 Sections 51023.5 and 53000 et seq.;
- 6 ACCJC Accreditation Standard 3

7 The District’s recruitment and hiring procedures will demonstrate a commitment to  
8 diversity, equity, inclusion, and accessibility in order to achieve the District’s mission and  
9 support students in achieving their educational goals. The District’s recruitment and hiring  
10 procedures will allow the District to engage in diversity hiring that increases the  
11 representation of underrepresented communities in the District’s workforce. Diversity  
12 hiring includes a hiring process that mitigates unconscious bias and eliminates irrational  
13 barriers to employment to allow the District to hire the best candidate regardless of the  
14 candidate’s protected classes. Underrepresented communities consist of individuals  
15 holding identities broadly underrepresented in the District’s workforce in comparison to  
16 their representation in the field or job category within the state of California or nationally  
17 in higher education.

18 The Vice President, Human Resources/Assistant Superintendent shall establish  
19 procedures for the recruitment and selection of employees including, but not limited to,  
20 the following criteria:

21 An Equal Employment Opportunity Plan shall be implemented according to Title 5 and  
22 Board Policy 3420 Equal Employment Opportunity.

23 The District’s Equal Employment Opportunity plan will document the multiple measures  
24 that capture the broad array of strategies and actions the District uses or will use to ensure  
25 equal employment opportunity. The Vice President, Human Resources/Assistant  
26 Superintendent will provide the Board with an annual report regarding the District’s Equal  
27 Employment Opportunity Plan.

28 All District employees shall demonstrate the ability to work with and serve individuals  
29 within a diverse community college campus environment.

30 Academic employees shall possess the minimum qualifications prescribed for their  
31 positions by the Board of Governors and meet locally established minimum qualifications  
32 competency standards, or preestablished equivalencies.

33 The criteria and procedures for hiring academic employees shall be established and  
34 implemented in accordance with board policies and procedures regarding the Academic  
35 Senate's role in local decision-making.

36 The criteria and procedures for hiring classified employees shall be established after first  
37 affording the Classified School Employees Association and its Cerritos Chapter #161  
38 (CSEA) an opportunity to participate in the decisions under the Board's policies regarding  
39 local decision making.

40 Office of Primary Responsibility: Vice President, Human Resources

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**Date Adopted:** December 7, 2022

**Date Revised:** July 16, 2025