

## **RECRUITMENT AND SELECTION - MANAGEMENT**

### Recruitment

Highly-qualified management candidates will be recruited based on the Monterey County Office of Education (MCOE) organizational structure and up-to-date job descriptions.

*(cf. 4000 Concepts and Roles)*  
*(cf. 4100 Certificated Personnel)*  
*(cf. 4200 Classified Personnel)*  
*(cf. 4300 Management, Supervisory and Confidential)*

The Chief Human Resources Officer shall recruit candidates for open positions based on an assessment of MCOE's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates in order to recruit a diverse work force.

The Chief Human Resources Officer shall recruit candidates using all appropriate means of recruitment to ensure a diverse pool of qualified candidates are considered for open positions.

*(cf. 4119.3/ 4219.3/4319.3 Duties of Personnel)*

Contingent upon available funding, the Monterey County Superintendent of Schools or designee may provide incentives to recruit highly-qualified management candidates.

### Selection

The Chief Human Resources Officer shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations, recommendations from previous employers and thorough reference checks. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. Candidates may be tested for skills and abilities required for the position. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

*(cf. 4030-Nondiscrimination in Employment)*  
*(cf. 4031 Complaints Concerning Discrimination in Employment)*  
*(cf. 4112.2/4212.2/4312.2 Legal Status Requirement)*

*Legal Reference:*

EDUCATION CODE

200-262.4

44735