



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 7123 Classified Recruitment and Selection

ISSUED: October 20, 2009
REVISED:

The CEO directs that the following regulations apply to the Compton Community College District:

- I. **Statutory Requirements:** Classified positions include all work not administrative, academic, or specifically excepted from the classified services defined by Education Codes 88003 and 88004 (Education Codes 88060 through 88139).
- II. **Recruitment and Selection:** The Dean, Human Resources shall establish procedures to insure that classified employees are recruited and selected in accordance with the provisions of the Merit System delineated in Education Codes 88060 through 88139.
- III. **District Procedural Requirements:** The Dean, Human Resources, shall establish procedures to retain all Class 2 records of every classified recruitment and selection process for a minimum of three years. Such records shall include announcements, verification of qualifications and interview committee materials. All Class 1 records related to classified employees actually hired shall be kept permanently.