



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 7123 Classified Recruitment and Selection

**Issued: October 20, 2009
Revised: November 19, 2019**

The President/Chief Executive Officer 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 Vice President, 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 Vice President, 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.