



Los Angeles Community College District Personnel Commission












Quick Reference Checklist – Hiring an SFP Employee


This checklist will guide you step-by step through the process required to hire a regular classified employee into an SFP job classification. Most steps include an interactive link which will provide you samples, forms and expanded resource information on how to successfully complete that step. If you need help or have additional questions please contact the Personnel Commission Office at (213) 891-2333.

This guide applies only to the following SFP job classifications which are unique job classifications in the Classified Service. SFP positions can typically be used in contract education and specially funded programs numbered as Fund 10500 or above and excludes the following categorical funded programs: EOPS, DSPS, Matriculation, Financial Aid, and Cal Grant programs. To obtain information regarding special procedures that apply to positions and employees in these classifications go to the following link: [Special Procedures Related to SFP Employment in the Classified Service](#).

Class	Bargaining Unit	Class Code	Status Code (ESG)	Monthly Salary Steps (no decimals) effective 7/1/07
SFP-Program Director, (Location and Budget)	Management	5996	SM - Regular SN - Temporary	\$6425 - 6799 - 7151 - 7545 - 7960
SFP-Program Specialist, (Location and Budget)	Unit 1	5997	S2 - Regular S8 - Temporary	\$4243 - 4477 - 4723 - 4983 - 5257
SFP-Program Technician, (Location and Budget)	Unit 1	5998	S2 - Regular S8 - Temporary	\$3425 - 3613 - 3812 - 4022 - 4243
SFP-Program Office Assistant, (Location and Budget)	Unit 1	5999	S2 - Regular S8 - Temporary	\$2765 - 2917 - 3077 - 3246 - 3425

Step	Action	Activities	Who	Links/Forms & Resources
1	Assess the Position	Prepare a statement of the specific duties to be assigned to the position.	Hiring Authority	Position Description
		Review the existing official class description for the position.	Hiring Authority	PC Website: Job Descriptions
		If the class description does not in general terms describe the position, consider changing the job classification of the position.	Hiring Authority/ Personnel Commission	PC Contacts Assessing and/or Creating a Classified Position
		Check SAP to insure that the characteristics of the position are correct, that the position is vacant, and unfrozen.	Hiring Authority	
		If not, have corrections made now.	SPOC	SPOCS & SAP Help Desk
2	Request Certification of Eligibility List &	Ask Personnel Assistant to request certification of eligibility list.	Hiring Authority	Location Personnel Assignments

	Announce Transfer Opportunity	Request list of eligibles from the Personnel Commission.	Personnel Assistant	Request for Certification Contacts 
		Provide location with the names of eligibles.	Personnel Commission	Sample Request for Certification 
		Post vacancy information to the Transfer Opportunities Website.	Personnel Commission	Sample Certification of Eligibility List 
3	Set up Appointment to Review Applications	Contact your location Personnel Services Representative.	Hiring Authority/and/or Personnel Assistant	PC Transfer Website (internal access only)
		Complete Skills Inventory Form in advance of application review.	Hiring Authority	PC Service Representatives
4	Application Review	Review the applications of all eligibles on the eligibility list as well as those of employees wishing to transfer.	Hiring Authority/PC Service Representative	Skill Inventory 
		Identify a minimum of three eligibles who meet the special skill set as identified in the Skills Inventory Form. If the program has more than one opening in the same job classification, with the same desirable qualifications, one additional eligible needs to be added to the selection sheet.	Hiring Authority/PC Service Representative	
5	Offering Interview & Pre Interview Preparation	Identify and contact potential interviewers and determine interview date(s).	Hiring Authority/and/or Personnel Assistant	
		Make logistical arrangements for rooms, waiting area, computer use, etc.	Hiring Authority/and/or Personnel Assistant	
		Contact eligibles by phone. If not reachable by phone, send 3-Day letters.	Personnel Assistant	Offering Interviews 
		Send interview confirmation letter to candidates.	Personnel Assistant	Phone & 3-Day Letter Contact 
		Contact the Classified Examination Unit to obtain copies of job applications.	Personnel Assistant	Sample Confirmation Letter 
		Prepare potential questions to be asked of candidates.	Hiring Authority	Contact & Request Information 
		Distribute information to interviewers.	Hiring Authority/and/or Personnel Assistant	Preparing Interview Questions & Samples 
6	Conduct Interviews	Host interviews.	Selection Committee	Prohibited Employment Inquires & Samples 
		Advise candidates of special employment conditions associated with SFP job classifications.	Selection Committee	Conducting the Interview 

		Complete required documents, if any.	Selection Committee; Personnel Assistant	
7	Reference Checks & Tentative Offer of Employment	Prepare questions and contact references.	Hiring Authority	Reference Checking Guide 
		Identify selected eligible.	Hiring Authority	Requesting Disqualification of an Eligible 
		Extend tentative offer of employment.	Hiring Authority	Extending an Offer of Employment 
8	Assignment Unit	Complete and submit report of vacancy to the Personnel Commission.	Hiring Authority/and/or Personnel Assistant	Sample Report of Vacancy 
		Certify the process as meeting all legal and policy requirements.	Personnel Commission	Assignment Audit Process 
9	Extend Final Offer of Employment	Contact eligible to extend final verbal offer of employment.	Hiring Authority	Extending an Offer of Employment 
		Follow up with written offer of employment in which details are confirmed.	Hiring Authority	Sample Letter 
10	Prepare and/or Submit Assignment	Prepare location documentation to request assignment.	Personnel Assistant	
		Submit assignment into PCR.	Personnel Assistant	
11	Wrap-Up	Prepare and send a letter to those candidates who interviewed and not selected.	Hiring Authority	Sample Letter 
		Return job applications and other documentation to the Personnel Commission.	Personnel Assistant	