
**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7260 Classified Administrators

Classified administrators are administrators other than those employed as educational administrators.

Classified administrators, regardless of job description, have significant responsibilities for formulating District policies or administering District programs not categorized as educational; also have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline employees, or have the responsibility to assign work to and direct them, adjudicate their grievances, or effectively recommend such action.

Classified administrators may be employed by an appointment or contract of up to four years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

The evaluation of classified administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

References: Education Code Section 72411;
Government Code Section 3540.1(g) and (m)

Adopted: 10/10/07

Revised: 4/15/25

Revised: 6/16/15

(Replaces Board Policy 5980)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7260 CLASSIFIED ADMINISTRATORS

Hiring Procedures

The following procedures will be followed in creating and filling administrative positions:

1. When the establishment of a new administrative position is under consideration, the Academic Senate Executive Committee and College Council shall be invited to consult and make recommendations prior to the time such position is presented to the Board of Trustees for formal action.
2. When there is to be any major change or reassignment in any existing administrative position directly affecting the relationship of that administrative position to the certificated staff, College Council shall be invited to consult and make recommendations.
3. In all hiring procedures involving administrative personnel, Administrative Procedure 3420 titled Equal Employment Opportunity section IV, Employment Procedures, will be followed.

It is recognized that emergencies may make it impossible to adhere to all aspects of the above procedures. In these instances, the administration will work with the Academic Senate Executive Committee and College Council and make every effort to follow the procedures as closely as possible. The provisions of the Education Code and all other applicable laws shall prevail if found to be in conflict with these procedures.

Also see BP/AP 7120 titled Recruitment and Hiring

Reference: Education Code Section 72411

Approved: No date (for 2200.01) &

10/10/07 (for 5980.01)

Revised: 4/21/98

Revised: 5/19/15