



Policy Number 3.3.8.1

Chapter: Administration

Title: Hiring Procedures for State Classified AHEC Staff

Division/Department: Administration/Human Resources

Policy Administrator: Human Resources Director

Adoption Date: April 3, 2024

Revision Dates:

1. PURPOSE

The strength of the Auraria Higher Education Center is derived from its employees, including those whose positions fall within the State Classified personnel system. The Auraria Board is committed to employment practices that assure equal employment opportunity at all levels of the organization, hiring the most qualified individuals, and retaining employees through fair treatment and compensation. The purpose of this policy is to promote these ideals and establish certain parameters for the hiring of State Classified staff.

2. DEFINITIONS

- 2.1. **Appointing Authority:** The individual having responsibility for hiring and other employment decisions relating to the employees in their division or department. The Chief Executive Officer of AHEC is the Appointing Authority for AHEC pursuant to Colorado Constitution Art. XII, § 13(7) and State Personnel Board Rule 1-8 and has subdelegated such responsibilities to Division Chiefs with authority to further subdelegate. Typically, the Appointing Authority is a department head.
- 2.2. **Auraria Higher Education Center or “AHEC”:** The higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes (C.R.S.) and located in the City and County of Denver.
- 2.3. **Board of Directors of the Auraria Higher Education Center or the “Auraria Board”:** The Board of Directors created in C.R.S. § 23-70-102 that oversees the Auraria Higher Education Center and has the powers and duties assigned to it by the Colorado General Assembly as set forth in C.R.S. Title 23, Article 70.

- 2.4. Full-Time Equivalent (FTE): The percentage of a 40-hour work week that the position requires.
- 2.5. State Classified: The employment positions and employees within the state of Colorado's personnel system, as defined in C.R.S. Title 24, Articles 50-50.5.
- 2.6. State Personnel Board (SPB): The state agency created in Colo. Const. Art. XII, Section 14 and C.R.S. § 24-50-103.

3. POLICY

- 3.1. State Classified employment is governed by federal labor and employment laws including the Fair Labor Standards Act, the Family and Medical Leave Act, the Americans with Disabilities Act, Title VII of the Civil Rights Act and the Hatch Act; Colorado Constitution Art. XII, § 13; Colorado statutes, including the State Personnel System Act, the Equal Pay for Equal Work Act, and the Colorado Anti-Discrimination Act; and the State Personnel Board Rules ("SPB Rules"), 4 Code of Colorado Regulations (C.C.R.) 801-1. Employment procedures at AHEC are also guided by the State of Colorado Employee Handbook and this policy.
- 3.2. State Classified positions at AHEC are open to Colorado residents who meet the minimum qualifications for the job. The Colorado residency requirement cannot be waived by AHEC (unless waived by the SPB or state personnel director). In some cases, recruitment is limited to current AHEC State Classified employees and those of other Colorado state agencies and institutions.
- 3.3. Steps in the Hiring Process
 - 3.3.1. Establishing a Position: Before a State Classified appointment can be made, a position must be established through Human Resources. The Appointing Authority determines the need to either fill a vacancy or add a new position.
 - 3.3.2. Position Description: If it is a new position, the Appointing Authority's department must complete a Position Description Questionnaire (PDQ) form, describing the duties and responsibilities of the position, and submit it to Human Resources for classification. If it is a vacant position, the Appointing Authority must review the existing PDQ for the position and update as needed.
 - 3.3.3. Approval to Fill Position: The Appointing Authority sends the position description and completed Requisition Form to Finance for review of budget. Finance reviews the request and if approved, forwards the Requisition Form and position description to HR for review.
 - 3.3.4. Posting: HR reviews the position description and if approved, drafts a posting on the state's website careers.colorado.gov. HR sends draft posting to the

Appointing Authority for review prior to posting. Positions are typically posted for a minimum of seven days.

- 3.3.5. Developing an Eligible List: State Classified positions may be filled by a qualified and eligible transfer, reinstatement, or voluntary demotion candidate, or from an eligible list, which is a ranked list of qualified candidates after the completion of a comparative analysis.
- 3.3.6. Initial Screening: Qualified applicants shall have an equal opportunity for entry into the state personnel system through fair and open competition. Minimum qualifications established by the SPB apply to all State Classified positions at AHEC. These qualifications must be met by an applicant to be eligible for hire or promotion, and may include the type and level of education, experience, licensure, or certification for the class. After the posting is closed, HR will do a screen for minimum qualifications. Those that meet minimum qualifications are sent to the Hiring Manager to do a comparative analysis, creating the eligibility list of the top six applicants.
- 3.3.7. Comparative analysis is required for each classification. It is designed to assess the knowledge, skills, and abilities that applicants possess relative to the duties of the position. Comparative analysis results in the establishment of the eligible list of applicants in order of score attained. In some cases, a physical examination or background security check may be requested by the department as a requirement of employment. If required, such physical comparative analysis or background security check is paid for by AHEC. The comparative analysis for classified positions is administered by HR, which will work with the Hiring Manager to establish the comparative analysis.
- 3.3.8. The comparative analysis often includes candidates eligible for transfer, reinstatement, or non-disciplinary demotion. Specific information related to eligible lists, referrals and veterans' preference may be obtained from HR.
- 3.3.9. Interviews: Once the Eligible List of the top 6 candidates is established, the Hiring Manager and interview panel will conduct interviews with all 6 candidates on the Eligible List. Hiring Managers should establish a list of interview questions prior to the interview and ask the same questions of all candidates interviewed. The Hiring Manager should collect all notes from the interview panel after the interview and keep them for the record.
- 3.3.10. Offer Letter: Once the interviews are completed, a conditional offer of employment can be made. The conditional offer and background disclosure form are sent to the selected candidate. The candidate completes and returns the background disclosure form to HR. When the background review is

completed and approved, the conditional offer becomes the final offer and the [Personnel/Payroll Action Form](#) can be processed by the Department.

3.4. Probationary Period:

3.4.1 In general, the probationary period for all new State Classified employees, including reinstated employees, will be 12 months. Continued employment and certified status will depend upon the employee successfully completing the probationary period. Supervisors with performance issues relating to probationary employees should consult with HR.

3.4.2 Employees on a probationary appointment are entitled to the same rights and privileges as certified employees, except for (1) the right to a hearing to review a disciplinary action which is based on unsatisfactory performance; (2) the right to be placed on a reemployment list; and (3) privilege of reinstatement.

3.5. Trial Service Period:

3.5.1. Current certified employees who are promoted, reinstated, or transferred to a different class must serve a trial service appointment period of no more than six months.

3.5.2. If an employee's performance is not satisfactory during the trial service period, the employee shall be reverted to a vacant position in the previously certified class with no right to a hearing or, if no vacancy exists, shall be accorded any retention rights to which the employee may be entitled. At the discretion of the Director of Human Resources, corrective or disciplinary action may be administered instead of reversion or administrative separation.

3.6. Early Certification:

3.6.1. An early request for certified status (sooner than the full 12-month probationary period or the six-month trial service period) should be submitted by the employing department in writing to HR. A performance evaluation or a trial service rating form, as appropriate, should accompany the request. Early Certification will not be granted if a layoff is in progress in that job classification.

3.6.2. Certification may not be granted retroactively.

3.7. Promotions:

Employees may be promoted in the following ways:

- Open competitive and promotional comparative analysis which put the employee on eligible lists for referral to vacant, higher level, positions.

- Reclassification based on changes in job duties and responsibilities, provided the incumbent employee meets the minimum qualifications for the new level of the position.
- Satisfactory completion of training in a class identified as an intern class.
- Promotional opportunities must be posted and employees being considered for a promotion must apply.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: April 3, 2024

Approved by: Tracy Huggins
Chairperson of the Auraria Board