

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: Richard Daniels 8/2022	Page: 1 of 2	Number: 6.13
	Reviewed by/Reviewed Date: CSA Exec Team 8/23/2022	Replaces: NEW	Subject: Professional Development
Title: MJC CLASSES SELECTION COMMITTEE POLICY		Approved: 12/2022	

Policy

 Procedure

 Guideline

PURPOSE

The Community Services Agency (CSA) recognizes the importance of attracting and retaining high caliber staff. As such, the Selection Committee is formed to help screen for eligibility and, when applicable, select up to 30 employees who will attend the MJC class/classes each semester. CSA is also committed to ensuring the process is transparent, equitable, and compliant with Stanislaus County’s Code of Ethics Policy.

CONFIDENTIALITY AND PROFESSIONALISM

Each Committee member must act with the highest manner of professionalism. Committee meetings, interest forms, discussions, and outcomes are to remain confidential. Each Selection Committee member should make every effort to operate objectively while retaining his or her unique perspective. Each member’s consent to serve on the Committee confirms his or her acceptance of the responsibility to be professional, equitable, ethical, and maintain the confidentiality of the selection process.

COMMITTEE MEMBER SELECTION PROCESS

The committee shall be comprised of the following seven (7) members to prevent tie votes:

- One (1) Executive Leadership Team Member
- One (1) Human Resources Representative
- One (1) Manager II/III
- Two (2) Family Services Supervisors
- Two (2) Supervising Account/Admin Clerk II

Represented staff (Family Services Supervisors and Supervising Account/Admin Clerk II) interested in serving on the Selection Committee shall submit an interest form to the designated representative noted on the Selection Committee member recruitment flyer. If the number of those interested exceeds four (4) represented staff, the Selection Committee members shall be chosen at random.

For equity purposes, a represented staff member can serve no more than four (4) semesters on the selection committee without a break of at least two (2) semesters. An exception can be granted to this rule if there are no volunteers interested in being on the committee and said committee member wishes to stay. The committee members vote on such an exception.

MEETING

The Selection Committee shall make every effort to meet one week after the “Modesto Junior College Courses at Community Services Agency Interest Form” submission deadline. Prior to the meeting, the designated Human Resources representative of the Selection Committee will have screened the interest forms of those with any disciplinary actions, corrective action plans, and working at a standard level of performance as determined by the employee’s supervisor in the last twelve (12) months. If more than thirty (30) staff express interest for a course, the Selection Committee will make every effort to ensure priority is given to those that are closest to meeting the thirty (30) units in Public Administration, Political Science, Humanities, Human Resources Management, Organizational Communication, Social Science, Sociology, Psychology, Social Work, Counseling, or a closely related field. A tie can be broken by allowing those with more seniority the opportunity to participate.

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