

READABLE DRAFT

Kern Community College District
Office of Human Resources
September 23, 2014

BP 10A Administrative Organization

Proposed Addition to Kern Community College District Board Policy Manual Section – Ten –Unrepresented Employees

Governance Process: For Information Only

Reason for Revision: To Establish District Policy

10A Administrative Organization *(Revised September 2014)*

10A1 The Kern Community College District shall use a line-staff organization plan. Administrative authority rests with the Board of Trustees, through the Chancellor to appropriate administrative officers. See **Appendix 10A1(a)** of this Manual for organizational charts.

10A2 The Chancellor shall appoint a Chancellor's Cabinet to assist in the solution of administrative problems and formulation of educational policies.

10A3 Employees in the Chancellor's Cabinet shall be the Chancellor; Chief Financial Officer, Vice Chancellor of Educational Services, Vice Chancellor Human Resources, and Vice Chancellor, Management and Operations; Presidents of the Colleges.

10A4 The Board of Trustees of the Kern Community College District shall establish policy, and it shall be the responsibility of the administrative staff to implement the policy.

10A5 Responsibilities of the Chancellor, College President, and Management Employees

10A5A Chancellor

The Chancellor is the chief executive officer of the District. All functions of the District are directed by the Chancellor in keeping with policies established by the Board of Trustees.

10A5B The Board of Trustees shall appoint the Chancellor and fix the salary and term of office.

10A5C The Chancellor's powers and duties shall be initiatory and executory. The Chancellor shall act both as a professional

advisor of the Board in the formulation of policies for governing the District and as chief executor of the policies adopted by the Board. Detailed duties and responsibilities are provided in the contract for Chancellor. All powers and duties delegated to the Chancellor are to be executed in accordance with the policies adopted by the Board. All acts performed by the Chancellor which are classed in law as discretionary are subject to review and to final approval by the Board unless the Board specifically authorizes such acts to be executed in a particular manner.

10A5D The control of the District shall be unified under the Chancellor, and all employees of the District shall be responsible to the chief executive officer through the District line and staff organization.

10A5E The Chancellor shall nominate or recommend employees, and the Board shall employ from those who have been nominated or recommended by the Chancellor. It shall be the responsibility of the Chancellor to employ and retain well-qualified, competent staff members. The Chancellor may authorize interim employment prior to Board action to accommodate payroll processing, however, Board action is required to ratify employment at the next regularly scheduled Board meeting. *(Revised August 5, 1999)*

10A5F The recommendation for assignment and promotion of all employees of the District shall be made to the Board by the Chancellor.

10A5G The suspension or dismissal of an employee of the District shall be made by the Board on the Chancellor's recommendation. The Chancellor may suspend an employee at any time until the next meeting of the Board under provisions of the law.

10A5H The Chancellor is authorized by the Board of Trustees to accept the resignation of any employee. The Chancellor may delegate this responsibility by written designation to District Officers or College Presidents.

The Chancellor shall receive and approve all recommended new employees and their affixed initial position assignment to the Board of Trustees pursuant to **11B1**.

The Chancellor shall receive and approve all recommended changes to employee position assignments to the Board of Trustees pursuant to **11B1**.

10A5I The Chancellor serves as Secretary to the Board of Trustees.

10A5J College President

As the executive head of a College, the President is responsible to the Chancellor of the District. As chief administrator of the College, the President shall be responsible for enforcing and following the policies, procedures, rules, and regulations as set forth by the general laws of the United States of America, the State of California, the California Education Code, the Board of Governors of the California Community Colleges, the Board of Trustees and the Chancellor. The President shall have the authority to delegate areas of responsibility as approved by the Chancellor.

10A5J1 The President shall make recommendations to the Chancellor for the employment, retention, and dismissal of all staff.

10A5J2 The President of each College shall have responsibility for the assignment of all College staff- as approved by the Board of Trustees.

10A5J3 The President shall carry out such duties as may be assigned by the Chancellor.

10A6 Responsibilities of Management Staff

Responsibilities and job descriptions of all management positions as designated by the Board of Trustees are to be maintained on a current basis with the District Human Resources office. The following is a link to the **Board Approved Job Descriptions**.

10A7 Responsibilities of Confidential Employees

Confidential employees, as designated by the Board of Trustees, are employees who are required to develop or present management positions with respect to employer-employee relation or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Responsibilities and job descriptions of all confidential positions as designated by the Board of Trustees are to be maintained on a current basis with the District Human Resources office. The following is a link to the **Board Approved Job Descriptions**.