



Human Resources Development and Personnel Services

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Q- Application package returned to applicant (after recruitment)?

No. All submitted materials will become the property of the Yuba Community College District, and will not be returned, copied or transmitted to the applicant.

Q- Application process- How does it work?

There are 3 different applications types available for positions within our District: Management, Classified and Faculty. The position type determines the appropriate application required for applying (for further explanation of position type, see previous question). Applicants can obtain applications on-line at www.yccd.edu/hr/jobs.html from any computer with internet access and the free version of Adobe Acrobat Reader www.yccd.edu/de/requirements.html. Complete the on-line application and print a copy for submission to the Human Resources Office by the final filing date. NOTE: You can only save the completed application if you have the full version of Adobe Acrobat Professional available on your computer.

Hard copy applications are available at the District Human Resources Office and each College/Campus location for those who cannot complete the on-line application. Completed application packets must be submitted in the District Human Resources Office or College/Campus Administration office by 12:00 noon on the final filing date.

After the closing date of a position, all applications will be screened for minimum qualifications. Those applications that meet the minimum qualifications, will then be submitted to a hiring committee for review. As this process is very comprehensive, the length of this period may vary from 6-8 weeks from the position closing date, depending upon the size of the committee and the number of applications received for the position. Please be patient during this review period as your application is very important to us!

Selected candidates will be invited to appear for a personal interview at a location within the Yuba Community College District. Any expenses incurred in connection with this initial interview will be the responsibility of the candidate. NOTE: Possession of the minimum qualifications for a position does not ensure an interview.

Q- Available jobs at the District- How do I find them?

A computer with internet access is the most accurate way of finding postings, as positions can be posted any day Monday thru Friday. You may visit the "Employment Opportunities" page of the District website 24-hours a day at www.yccd.edu/hr (Bookmark this page for future reference). For your convenience, the Yuba Community College District has computer access available to view and/or apply for jobs on the Yuba College campus located at 2088 North Beale Road, Marysville, CA 95901, 8:00 a.m. – 5:00 p.m., Monday-Friday (closed holidays). Feel free to call our Human Resources office at (530) 741-6975 to make sure that we will be opened on a day that you would like to come in to use the computer. In addition, please note that most public libraries have free access to the internet.

Q- Changes to my application- When and how can I make changes?

If you find you need to attach a document(s), change a page, or sign the application, you may still do so as long as it is prior to the final filing date of the position. **NOTE:** If you find that you do need to make a correction/change to your personal information (such as a new phone number or a name change) AFTER you have submitted your employment application, you should contact [Maribel Gaytan](#) in the YCCD Human Resources Office.

Q- Deadline has passed—can I still apply?

No—there are no exceptions. As with any position, once a final filing date has passed, no applications will be accepted. Please continue to visit the online applicant site and apply for new jobs as they become available.

Q- Degree requirements by final filing date- What if they are not met?

Human Resources will request a letter from the University's Transcript Manager stating the applicant has met all degree requirements for the degree in question, and is only awaiting a graduation date.

Q— Fax or E-Mail applications- Can I submit in this method?

- Faxed or e-mailed application materials are not accepted.
- Postmarks are not accepted.
- All application materials must be submitted no later than 12:00 noon on the final filing date.
- All application materials must be received at one of the locations below by the final filing date and time or your application packet will not be considered:

Yuba Community College District
Human Resources - Building 100A/Room 21
2088 North Beale Road
Marysville, CA 95901

Clear Lake Campus
Administration Office, Building 400
15880 Dam Road Extension
Clearlake, CA 95422

Woodland Community College
Administration Office, Building 100
2300 E. Gibson Road
Woodland, CA 95776

Q- Job classifications at the District- What is available?

There are 6 types of positions within the Yuba Community College District for which we post positions for on our website or publically advertise for <http://www.yccd.edu/hr/jobs.html>. For further information, see specific definitions below:

Administrative/Executive (Management application required)

Administrative/Executive positions are typically full-time and Interim, contract-based positions, such as Dean, Vice President, Vice Chancellor and Instructional Program Director positions. Applications are accepted only when these positions are advertised for a specific position and will have a specified final filing date.

Classified Supervisor and Confidential (Classified application required)

Classified Supervisor and Confidential positions are generally support staff type positions for the District's executive staff such as Police Chief, administrative services supervisors, confidential secretaries, personnel and fiscal analysts.

Classified/support staff (Classified application required)

Classified positions are generally for support staff type positions such as, Administrative Secretary, Clerical Assistant, Instructional Assistant, Information Technology Technician, Custodian, Groundskeeper, Electrician, etc (these are considered CSEA (White Collar) positions. Applications are accepted only when these positions are advertised for a specific position and will have a specified closing date.

Faculty (Academic application required)

Faculty positions are full-time tenure-track or categorical funded non-tenure track positions such as Counselor, Coordinator, Librarian, and/or Technical/Vocational or Instructional Instructor (i.e. – Cosmetology, Business, Mathematics, and English). Applications are accepted only when these positions are advertised for a specific position and will have a specified closing date.

Adjunct Faculty (Academic application required)

Adjunct faculty are part-time temporary positions such as Counselor, Coordinator, Nurse Librarian, and/or Technical/Vocational or Instructional Instructor (i.e. – Cosmetology, Business, Mathematics, and English). Adjunct faculty are hired on a semester-by-semester, as needed basis. Probability of continued employment is dependent upon

enrollment. Average hours per week could vary depending upon teaching assignment. Advertising for these positions is on a continuous basis for all disciplines and they are kept, for two years, on file in the Human Resources Office.

Q– Multiple recruitments- Can my application be used for multiple recruitments?

No. Each recruitment pool is unique. A complete application packet must be individually submitted for specific recruitments. NOTE: All submitted materials will become the property of the Yuba Community College District, and will not be returned, copied or transmitted to the applicant.

Q- Official Transcripts- Are they required with the application?

No, unofficial transcripts are acceptable when submitting your application. All unofficial transcripts must include a posted degree with the confirmed date.

Q- Pre-employment requirements- What are they?

Tuberculin Skin Test- Included in the pre-employment requirements of Yuba Community College District, is the California State mandated requirement of proof of a TB examination within 60 days of employment. Verification of Tuberculin skin tests are acceptable, at your expense, from a personal physician or one of the health departments listed on our website: www.yccd.edu/hr/viewform.php?id=31

Fingerprint Clearance- Following AP 7337, Included in the pre-employment requirements of Yuba Community College District, is the California State mandated requirement of a LiveScan fingerprint clearance. For your convenience the required application form is posted to our website: www.yccd.edu/hr/viewform.php?id=84

Additional requirements- Various positions may require additional pre-employment requirements. You are encouraged to review the position announcement prior to accepting the position.

Q- Resume submission- Can I apply for a position by sending my resume?

No. Resumes are not accepted *in lieu of* a completed application. Applications and application instructions are available on-line. Hard copy applications and/or attachments must be received in Human Resources by the deadline. Postmarks are not accepted.

Q- Recruitment status- How will I be notified?

Using a variety of methods, the Human Resources Office will be in contact with candidates throughout the process. Candidates who have been selected for a personal interview will receive a phone call prior to the interview date (number of days notice is dependent on the position and committee). Unsuccessful candidates will receive correspondence through the U. S. mail system notifying them of their personal status in the recruitment process.

Q- Website job postings- Why aren't all the jobs listed on the site?

All jobs for which we are accepting applications for are posted at our website. If the final filing date for a position has expired, the position is no longer available to view on-line. Please view the "[Job Status](#)" link for up-to-date information on current recruitments.