

---

## New Review Process for Staff Job Openings

1 message

---

**Cynthia Seneriz** <cynthia.seneriz@hr.ucsb.edu>  
Reply-To: Cynthia Seneriz <cynthia.seneriz@hr.ucsb.edu>  
To: MANAGERS-L@listserv.ucsb.edu

Thu, Apr 30, 2020 at 8:29 AM

This memo is being sent to the MANAGERS-L LISTSERV. The following information is being provided to you in your capacity as a Department Head, Director, Manager or Supervisor.

Thursday, April 30 2020

TO: Department Heads, Directors, Managers and Supervisors  
FR: Cynthia Señeriz, Director, Human Resources  
RE: New Review Process for Staff Job Openings

To follow up on the April 24<sup>th</sup> campus announcement concerning the new review process for staff job openings, the following steps will be taken to implement the new process, effective immediately.

### **Working Group Scope and Structure:**

A working group will be formed that is composed of representatives designated by the Vice Chancellors, Associate Chancellor, and Executive Vice Chancellor. **The working group will review requests to fill staff job openings (e.g., career, contract, and limited)**, assess whether the position is mission critical and/or essential to business operations, and make recommendations to the senior leadership group mentioned above. The recommendations will be reviewed and the final decision to approve or not approve the job request will be made as a group by the Vice Chancellors, Associate Chancellor, and Executive Vice Chancellor.

### **Open Staff Searches Currently in Recruitment:**

Campus control points will review all open staff job searches and consider whether or not the positions are mission critical and/or essential to business operations. In the event that the position does not meet these criteria, the search should be suspended. **In the event that the job opening/recruitment is deemed critical to the mission of the university by the control point, department representatives will complete a Job Opening Request form for review by the working group**, which will assess whether the job search should continue and make recommendations to the divisional leadership group. The Employment unit will halt new job offers for active recruitments unless the approval described in this memo is granted. Job offers that have already been extended, but pending an acceptance from the candidate, remain valid.

### **Future Staff Job Openings:**

**Each division will establish internal procedures to vet departmental requests to fill staff job openings using the Job Opening Request form.** Requests that are advanced to the working group should receive the endorsement of the divisional control points and demonstrate the mission critical nature and/or essential to business operations role of the position.

### **Approval to Proceed with the Job Opening:**

Job Opening Request forms that have been vetted by the control point will be routed to the working group. Job Opening Requests that receive approval from the senior leadership group will be routed to the Employment unit as authorization for the department and hiring manager to proceed with the job opening,

subject to policy requirements and collective bargaining agreements with respect to how the job opening will be filled.

**Process Steps:**

1. The process to request to fill a staff job opening will take place within the DocuSign application. A link to the [Job Opening Request form](#) is posted on the [HR Recruitment webpage](#). Two versions of the form will be available, one specific for the [Academic Affairs division](#) and the standard form for all other divisions. A copy of the classified job description will be required to submit the form.
2. Departments will initiate the process to request approval to fill a staff job opening by submitting the Job Opening Request form (via DocuSign), with a copy of the classified job description.
3. DocuSign will route the Job Opening Request form to the department head and control point or department chair, dean, and control point dependent on the form type used.
4. For each level of approval, the recipient of the Job Opening Request form can approve the request or deny the request within DocuSign.
5. The control point for each division will establish internal procedures to vet their departmental requests.
6. DocuSign will route Job Opening Requests approved by the control point to the working group members for their review and recommendation.
7. The working group will document whether they endorse the request and may include comments supporting their decision via the DocuSign form.
8. DocuSign will route the Job Opening Request form to the senior leadership group members who will review and make the final decision. A senior leadership group member will document the approval or denial of the request within DocuSign.
9. DocuSign will forward a copy of all completed Job Opening Request forms to the Employment unit in Human Resources.

This process may change over time as we adapt to new circumstances and developments. I thank you in advance for your patience, understanding and your cooperation as we seek to preserve resources in this current environment of uncertainty.

--

Cynthia Señeriz

she | her | hers

**Director, Human Resources**

Human Resources

Office: (805) 893-8137

Email: [cynthia.seneriz@hr.ucsb.edu](mailto:cynthia.seneriz@hr.ucsb.edu)

# UC SANTA BARBARA

*Human Resources, Administrative Services -- Essential Services in Pursuit of Excellence*

Office: (805) 893-8137 | [cynthia.seneriz@hr.ucsb.edu](mailto:cynthia.seneriz@hr.ucsb.edu)

Human Resources is excited to announce its [HR ServiceNow portal](#), a web-based portal designed to improve customer service and allow you to request a wide range of services and assistance from Human Resources. The next time you need to request help from Human Resources, please try the [HR ServiceNow portal](#), and let us know if you have any suggestions about it. As HR transitions to using ServiceNow, we may log your email request in ServiceNow to ensure that we are tracking the status of your request.

You can access the portal directly at <https://ucsb.service-now.com/global>. For additional information regarding HR available services and related training, please visit <https://www.hr.ucsb.edu/ucpath/servicenow>

