**HUMAN RESOURCES PROCEDURAL GUIDE – COLLEGE ASSISTANTS**

1. Recruitment/Hiring/Onboarding
2. Managing
3. Reappointments
4. Compensation
5. Tracking

**Part I – Recruitment and Hiring of College Assistant**

First, hiring departments head/reports to must begin the hiring process by completing a

Part-Time Classified Request to Hire Authorization Form.

*If a candidate has NOT been identified* for the position, submit a proposed job description along with the **Part-Time Classified Request to Hire Authorization Form** to the Office of Human Resources for **review**. If you are requesting access to the pool of applicants in CUNYFirst, the form has a space for you to check off.

Step 1:

An email will be sent to the requesting department indicating if the request has been approved or denied with a reason as to why. If approved, the email will confirm the hourly rate and the proposed start date. The candidate should begin on the proposed start date or any Monday thereafter the proposed start date\*.

Step 2:

A request can be made to access the pool of applicants in CUNYFirst specific to the job title, if applicable you are requesting. A completed CUNY Employment Application is required if an applicant is chosen from the CUNYFirst pool. Stephanie Cooper will be copied on the approved email and provide the instructions accordingly.

* + - * Forward the completed CUNY application to the Office of Human Resources (provides name of candidate)

Step 3:

After identifying your candidate, you must provide the candidate (college Assistant only) with an offer letter and the Frequently Asked Questions (FAQ) sheet that outlines a 2 step onboarding process.

Step 4:

All PAFs must be created in the Classified Hourly Employee Management System (PR-Assist) for **review** and **approval**

**The form accommodates for more than one request; but a job description is required for each request; unless the job description is the same for each position.**

**Candidates may be subject to fingerprinting and filing fees.**

*If a candidate has been identified* for the position, submit a proposed job description, a completed CUNY Employment Application and the candidate’s resume along with the Part-Time Classified Request to Hire Authorization Form to the Office of Human Resources for **review**.

Step 1:

An email will be sent to the requesting department indicating if the request has been approved or denied with a reason as to why. If approved, the email will confirm the hourly rate and the proposed start date. The candidate should begin on the proposed start date or any Monday thereafter the proposed start date\*.

Step 2:

After receiving an approved email, the department must provide the candidate (college Assistant only) with an offer letter and the Frequently Asked Questions (FAQ) sheet that outlines a 2 step onboarding process.

Step 3:

All PAFs must be created in the Classified Hourly Employee Management System (PR-Assist) for **review** and **approval.**

The form accommodates for more than one request; but a job description is required for each request; unless the job description is the same for each position.

Candidates may be subject to fingerprinting and filing fees.

**In order to assist department managers in the hiring process of College Assistants, the following procedural guidelines are listed below:**

* Managers/Designees can retrieve CUNY Employment Applications from the Office of Human Resource Services for their review. All applications must be returned to the Office of Human Resource Services within seven (7) days of receipt.
* We ask that you DO NOT write on the applications. Please identify the interested applicant (s) by affixing a notation i.e., Post-it, to the application.
* When returning the CUNY Employment Applications, we ask that you include a proposed job description detailing the duties to be performed, along with a proposed work schedule prior to contacting the applicant(s).

* Begin contacting persons’ of interest to see if they are interested in and/or available for the vacancy. The scheduling of interviews is the responsibility of the hiring department.
* If this vacancy is not already on your financial plan, departments MUST update and submit a REVISED/ADJUSTED financial plan to the Division of Administrative Affairs - Office of Budget for approval of the revised plan. Candidates cannot begin working until Budget has approved the request. Please note that the informal budget authorization of your Vice President does not constitute official approval for a budget expenditure
* After budget confirms and approves the budget expenditure, the departments must provide HR with the name of the candidate, copy of their resume and a copy of the completed CUNY employment application so that we can make an offer of employment.
* The budgetary approval must be indicated on the PAF by the Office of Budget in addition to the proposed rate of pay and recommended start date/period with appointed hours[[1]](#footnote-1).

(Please be mindful that when determining an effective start date, at least 2 weeks is needed for the budget/on-boarding process to be completed prior to the suggested effective start date).

* HR will notify the department if the candidate accepts the offer and will inform the candidate of their start date. Using the salary ranges below, indicate the proposed salary for the position at the end of the job description. HR will review the job description and confirm proposed salary.

**Part II – Managing College Assistants**

**Part III – Reappointment Process for College Assistants**

**Part IV: Compensation**

Under supervision miscellaneous clerical, administrative, research or other work related to the operation of a College or other unity where such work is required on a part-time basis or for a period of limited duration. There is one assignment level for this position. All personnel perform related work. This specification describes typical assignment; related duties may be assigned as needed.

**SALARY RANGES:**

**$10.99-$11.99:**

Performs routine clerical work; may answer and attend to telephone calls; maintains records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related task as required.

**$12.00-$15.99:**

Type letters, memoranda, charts, and similar materials. Can act as a cashier. Performs clerical library work suck as sorting and shelving books, performing data entry into library systems, or binding books and periodicals. Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.

**$16.00-$21.34:**

Assist in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports. May assist in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment. May operate computers, computer software, and other electronic equipment in performing assigned task.

***What is the Process for Budget Approval?***

* If new vacancies are not already on your financial plan, departments MUST update and submit a REVISED/ADJUSTED financial plan to the Office of Budget for approval of the revised plan.

Candidates cannot begin working until Budget has approved the request.

Please note that the informal budget authorization of your Vice President does not constitute official approval for budget expenditure.

* Prepare the ePAF/PAF with the proposed rate of pay, suggested effective start date/period (allow at least 2 weeks for budget/on-boarding process to be completed) with appointed hours for Budget to indicate the approval on the ePAF/PAF. We advise departments to contact selected candidate to update them on their appointment status.
* Departments should provide OHRS with the selected name of the candidate and a copy of their resume. Upon receipt of the ePAF/PAF from Budget, OHRS will make an offer and notify the department of the candidate’s acceptance and start date.
* Candidates may be subject to fingerprinting and filing fees.

**Part V – Tracking College Assistants**

1. As part of the hiring process, College Assistants are required to be fingerprinted. At the discretion of the College, College Assistants who are full-time CUNY students may be exempt from being fingerprinted. Also, if the proposed minimum hours of employment exceed 239 hours, an application filing fee of $10.00 is required. [↑](#footnote-ref-1)