



University of California  
San Francisco

# Quick Hire Process Planned Changes

UCSF Human Resources

August 2017

# Executive Summary

- To ensure compliance with Office of Federal Contract Compliance Programs (OFCCP) requirements, Human Resources and Diversity and Outreach led a workgroup of department representatives to
  - Analyze business needs driving the use of the quick hire process
  - Recommend alternatives to quick hire process
- Recommended solutions vary to address a variety of business needs for different circumstances
- During the past year, HR working team has analyzed the recommendations and developed an approach to adopt them, proposed process changes, and conducted an “early adopter” feasibility pilot
- *Updated implementation timeline:*
  - Quick hires will be discontinued as of the end of 2018
  - Alternatives will be phased in throughout 2018 along with outreach to impacted groups and communication about alternatives

# Background and Goal

- Under UC policies, and as a recipient of federal funds, UCSF must comply with antidiscrimination laws and regulations. UCSF is required to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability or status as a protected veteran
- Federal funding is contingent upon compliance with federal laws and regulations
- The Office of Federal Contract Compliance Programs (OFCCP) requires federal contractors to post *any position that will not be filled by an internal employee and that will last longer than three (3) days*
- UCSF’s “Quick Hire” process is being updated to ensure compliance with OFCCP requirements
- Quick Hire Workgroup goal:
  - Analyze business needs driving the use of quick hires and propose options to meet these needs while fulfilling UCSF’s objective to provide equal opportunity in our hiring practices and to meet our compliance requirements

# Limited Hire: Proposed Hiring Mechanism

Need for Limited Hire	Proposed Hiring Mechanism
Recent graduate for short-term project	<ul style="list-style-type: none"> <li>• Recruitment Waiver</li> <li>• New titlecode (pending)</li> <li>• Interim Postdoc title (for PhD graduates)</li> </ul>
Urgent clinical needs	<ul style="list-style-type: none"> <li>• Recruitment Waiver</li> <li>• Use of vendor management system (VMS)</li> </ul>
Time-constrained research needs	<ul style="list-style-type: none"> <li>• Standing open requisitions</li> <li>• Potentially use Recruitment Waiver if criteria are met</li> </ul>
High volume/high turnover & difficult to source populations	<ul style="list-style-type: none"> <li>• Standing open requisitions</li> <li>• VMS</li> <li>• TEP (with expanded pipeline)</li> </ul>
Pressing or interim administrative needs	<ul style="list-style-type: none"> <li>• TEP (with expanded pipeline)</li> <li>• VMS</li> <li>• Standing open requisitions</li> <li>• Float pool</li> </ul>
Student Interns	<ul style="list-style-type: none"> <li>• Updated guidelines on use of student intern title to align with degree</li> <li>• Work cannot overlap bargaining unit work</li> <li>• Exempt from open recruitment requirement</li> </ul>

Note: “Limited” refers to an *employee type*, which has historically not required a recruitment; eliminating the quick hire process removes one mechanism for hiring limited employees; the table above offers alternative mechanisms based on business needs.

# Update: progress and status

- Progress
  - Revised recruitment waiver criteria to incorporate business needs and align with proposed PPSM 20 revision (*implementation is pending*)
  - Implemented Standing Open Requisitions (SORs) for early adopters (SON, CLS, SOD) to learn and adjust as needed (*ready to expand*)
  - Temporary Employment Program: addressing initial step of improving applicant tracking system (*expected end of CY17*)
  - VMS: pending UCOP plans/timeline (*outside HR; previously pending activities in UCSF Procurement*)
  - Related (both underway):
    - Use of interim postdoc title for recent graduates where applicable
    - Updated definition and process for using Student Intern title