

Recruitment Request

Section 3.1

PURPOSE

To provide a fair and equitable system to ensure that applicants, both internal and external, are made aware of current and/or future vacancies within the City.

POLICY

The HR/RM Department shall establish and maintain, as needed, lists of qualified candidates to enable departments to fill vacancies in a timely manner.

All recruitments, except acting/interim and temporary appointments, will be announced on a promotional/open competitive process. Departments wishing to fill an opening for a new position or a replacement vacancy shall complete the *Personnel Requisition Form*, on-line on NeoGov, for approval by the Finance Director, City Manager and HR/RM Director.

The requesting department should indicate on the *Personnel Requisition* the type of recruitment desired (e.g. "Open" or "Promotional") if a current eligibility list does not exist for the position requested. A promotional recruitment can occur only after taking into consideration the availability of current City employees possessing the requisite skills. Any promotional recruitment which fails to attract at least five (5) qualified candidates may be reopened to outside candidates. Temporary employees (excluding part-time employees) are not eligible to apply for closed promotional recruitments. The requesting department shall also indicate on the *Personnel Requisition* any special conditions of the position, such as shift work, permanency of assignment, or need for foreign language proficiency.

The City shall provide reasonable means by which interested and qualified applicants shall be made aware of vacancies within the City. This process shall occur without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation. Military and Veteran status may be given consideration and/or preference in accordance with applicable law. Recruitments shall be carried out in accordance with merit principles.

The HR/RM Department shall administer and coordinate the recruitment process and shall contact the requesting department for assistance, as appropriate. An announcement (bulletin) shall be published and distributed for each vacancy (either promotional or open), and shall specify pertinent data such as compensation, a brief description of the essential job functions or duties of the position, the minimum and/or special requirements, and any recruiting deadlines. The announcement shall be distributed to all current City employees at their City e-mail addresses via the City electronic email system by no later than fourteen (14) calendar days prior to the close of the recruitment.

Any changes to an approved job classification must be approved by the HR/RM Director prior to posting. The HR/RM Director shall ensure the City's obligation to meet and confer with the respective bargaining units is completed prior to posting any changes in the current job classification.

City recruitments shall be posted on-line by the HR/RM Department in the NeoGov applicant tracking system. Other means of communicating the openings may be used, such as the use of local and national newspaper advertising, professional or trade journal advertising, internal email, local and regional association newsletters, special mailing lists, and/or personalized letters. All advertising shall state the City is an "Equal Opportunity Employer."

Completed on-line applications must be received by the HR/RM Department no later than the time and date indicated on the NeoGov job announcement.

All advertisement costs are funded by the HR/RM Department. Alternate advertising may be utilized for cost saving purposes. The guidelines for the use of alternate advertising may vary by the specific recruitment needs of each department taking into account such variables as uniqueness of position, equal employment opportunity, and past recruitment history. Alternate advertising, as needed, may include but is not limited to:

- Local labor market advertisement placed in newspapers utilizing multiple position block ads.
- Advertising beyond the labor market (e.g.; out-of-state publications) for management and executive recruitments only.
- Professional newsletters, trade journals, websites and community publications may be used for difficult-to-recruit positions.

Recruitment Process for Management Positions:

For recruitments of all department head and key management positions, the City may utilize a search firm to conduct a broader search for the most qualified candidates. The top-ranked applicants will be interviewed.

OPERATIONAL PROCEDURES AND RESPONSIBILITIES

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| Requesting Department | Completes the <i>Personnel Requisition Form</i> on-line to request to fill the vacancy and submits for approval. |
| Finance Department | Verifies the position is vacant and funded in the adopted budget. If authorized, forwards approval to the City Manager for consideration. |
| City Manager | City Manager approves or denies the recruitment of the position and forwards to the HR/RM Department. City Manager shall notify City Council as appropriate and seek Council approval as required. |
| HR/RM Department | Contacts requesting department to review applications from existing eligibility list. Recruits promotionally or openly for qualified candidates, tests as needed, and establishes eligibility lists. Certifies eligibility lists to requesting department within guidelines established in the <i>Testing, Certification, and Eligibility Lists</i> policy. Reviews previous recruitments for the position and any instructions for recruiting that may have been included on the <i>PAF</i> . |

Contacts requesting department to develop additional information and to review announcements prior to distribution.

Develops an examination plan for the recruitment and reviews with department.

Reviews advertising plan to ensure appropriate levels of outreach efforts are consistent with State and Federal guidelines.

Reviews the procedures in the recruitment process to ensure compliance with all equal employment opportunity laws and the goals of the City.

Prepares a job announcement bulletin and advertisement(s), which briefly describes the essential job functions or duties of the position and indicates the minimum requirements, the compensation, and the final filing date (if applicable).

Reviews and approves wording of announcement and advertisement and provides recruitment sources as appropriate.

HR / RM Department

Determines scope of advertising and places ads with sources.

Distributes job announcement bulletin to recruitment sources as appropriate.

Receives and processes applications through the final filing date (close of business day).

RESOURCE HR/RM DEPT. – RECRUITMENT PROCESS BROCHURE