

PERSONNEL POLICY - 320.00 VACANCIES - RECRUITMENT AND SELECTION

Section I - Policy

It is the policy of the City to recruit and select the most qualified persons for positions in the City service. Recruitment and selection shall be conducted to ensure competition for employment and to provide equal employment opportunity.

Section II - Personnel Requisition

All requisitions for the filling of vacancies shall be made in a Personnel Requisition and submitted to the Human Resources Department.

Section III - Position Control

All vacant positions shall undergo the process of position control. The purpose of position control is to ensure that each position to be filled is needed and justified as well as appropriately classified and graded. The extent of position control is dependent on the circumstances of the position to be filled. It may include revisions of the job description by the department head and the Director of Human Resources. Once evaluated, the requisition must be approved by the City Administrator before the position is posted.

Section III - Method of Filling Vacancies

An internal job posting will be distributed to each department specifying position title, department, job grade, working hours, closing date and pay rate. The job description shall be attached to the posting. Interested regular City employees should make application for the position which must be received by Human Resources no later than the close of business on the posted closing date. Additional information may be requested by the posting (resume, application, etc.) and must be submitted with the letter of application.

Department managers will be sent a roster of regular City employees who apply for the position, including their date of hire and the department they currently are assigned. The department manager will utilize approved methods of selecting a qualified applicant and will notify Human Resources in the event that the position cannot be filled from this roster. Human Resources will then recruit externally. Regular City employees shall be given priority of selection over equally qualified non-City employees. Human Resources will not accept applications for any vacant position until that position has been advertised.

All vacant positions will be posted first. If the department manager wishes the vacancy to be posted and advertised concurrently, it must be approved by the Director of Human Resources.

Section IV - Applications

All applications for employment shall be made on the forms prescribed by Human Resources and may include a resume. Human Resources may reject any application which fails

to meet the established qualification requirements for the position for which application was made. An application may also be rejected if it contains false information, or does not specify an established City position for which applications are being accepted.

Section V - Selection

All applicants will be ranked according to qualifications and requirements of the position. This includes regular City employees as well as those applicants who respond to external advertisements. The department manager will use approved methods to assist in this selection process.

Departments are encouraged to use an appropriate interview matrix and other selection tools based on the criteria of the position. A minimum of two (2) professional references must be checked, before an offer of employment is extended. The Department Manager will complete and submit a Personnel Selection Form to Director of Human Resources for approval.

Section VI - New Hire Procedure

If the hiring authority's selection is an outside applicant, the following procedures will apply:

A. Pre-Employment Physical

Upon approval of the department's selection, the Human Resources Department will schedule a physical and drug screen for the prospective employee. A background check may be conducted for all positions. Upon receipt of the results of the pre-employment physical, the department will be notified of the results and if the report is favorable, an offer of employment may occur and a date to start work.

B. New Employee Orientation

Human Resources will schedule an orientation for the new employee. Both the employee and department manager will be notified of the date and time of the orientation.

C. Falsifying Application or Resume

Providing false information on an application or resume may result in immediate termination.