

City of Vernon, California
Human Resources Policies and Procedures



Jenna McAllister
Director of Human Resources
Mark C. Whitworth
City Administrator

Effective Date: 11/20/2012

Number: I-2

SUBJECT: REQUESTING AND RECRUITING FOR PERSONNEL

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 City government.

POLICY:

The Human Resources 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 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 a Personnel requisition Form (see attachment), and forward this form to the Human Resources Office for approval. The Human Resources Office will then forward the approved Personnel Requisition to the City Administrator.

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 employees possessing requisite skills. Any promotional recruitment which fails to attract at least five (5) qualified candidates may be reopened to outside candidates. Temporary employees are not eligible to apply for closed promotional recruitments. The requesting department shall also indicate on the Personnel Requisition any special conditions of employment such as shift work, permanency of assignment, or need for second language proficiency.

The City shall make every effort to provide the means by which interested and qualified applicants shall be made aware of vacancies within City government. This process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex or sexual orientation. Recruitments shall be carried out in accordance with merit principles.

The Human Resources 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. Any changes to the essential job functions of an approved job classification must be approved by the Director of Human Resources before posting.

The City of Vernon recruitments shall be posted in all common areas within City Hall, at the City Yard, Fire Stations, Power Plant, City's website, and on the Human Resources Jobline. Other means of communicating the opening to the public may be used, such as the use of local and national newspaper advertising, professional or trade journal advertising, local and regional association newsletters, special mailing lists, and/or personalized letters. All advertising shall state that the City is an "Equal Opportunity Employer."

Completed applications must be received by the Human Resources Department no later than the time and date indicated on the job bulletin. A facsimile (FAX) of the application will be accepted provided that the original application is mailed and postmarked no later than the final filing date. Applicants submitting a facsimile will not receive further consideration in the recruitment process if the original application is not received by the Human Resources Department within 5 days from the final filing date.

Each department shall assist the Human Resources Department by developing and maintaining recruitment sources in accordance with State and Federal guidelines.

The following "Advertising Guidelines" may be utilized for cost saving purposes. The guidelines 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. All advertisement costs are funded by the Human Resources Department:

1. As needed, local labor market advertisement will be placed in newspapers utilizing multiple position block ads.
2. Advertising beyond the local labor market (ie; out-of-state publications) will be considered for management and executive recruitments only.
3. Where possible, professional newsletters, trade journals, websites and community publications may be used to recruit hard-to-fill positions.

Recruitment Process for Management Positions:

For all department head and key management recruitments, the City may utilize a search firm to conduct a broad search for the most qualified candidates. The top-ranked applicants will be interviewed. The City Council's first choice will undergo a full background check.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Prepares a Personnel Requisition Form to fill the vacancy, and submits forms to the Human Resources Department.
Human Resources Department	2. Human Resources verifies that the position is vacant and is funded in the adopted Budget. If authorized, submits to City Administrator for consideration.
City Administrator	3. City Administrator approves or denies the recruitment of the position and forwards back to the Human Resources Department. 4. City Administrator shall notify City Council as appropriate and seek Council approval as required.
Human Resources Department	5. Contacts requesting department to review applications from existing eligibility list or 6. Recruits promotionally or openly for qualified candidates; tests as needed; establishes eligibility list. 7. Certifies eligibility list to requesting department within guidelines established in the Testing, Certification, and Eligibility Lists policy. 8. Reviews previous recruitments for the position and any instructions for recruiting that may have been included on the Personnel Requisition Form.

Number: I-2 Effective Date 11/20/2012

9. Contacts requesting department to develop additional information and to review announcements prior to distribution
10. Develops an examination plan for the recruitment and reviews with department.
11. Reviews advertising plan to ensure appropriate levels of outreach efforts consistent with State and Federal guidelines.
12. Reviews the procedures in the recruitment process to ensure compliance with all equal employment opportunity laws and the goals of the City.
13. 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).

Hiring Department

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

Human Resources Department

15. Determines scope of advertising and places ads with sources.
16. Distributes job announcement bulletin to recruitment sources as appropriate.
17. Receives and processes applications through the final filing date (close of business day).

**CITY OF VERNON
JUSTIFICATION FORM TO FILL CURRENT VACANCY**

Instructions:

Until further notice, please complete this justification form and attach it to your Personnel Requisition Form. The completed form must be routed through the department head to the City Administrator's Office for review. Once it is determined that the position can be filled, the form will be routed to the Human Resources Department for recruitment follow-up. Should you have any questions regarding this form, please contact the Human Resources Department.

Department/Division:	Classification:
Date:	Target Start:
Proposed Salary:	
1. Why is it critical that this position be filled immediately? (Please describe impact to customer service; workload impact; mandated requirements or other reasons that justify filling this position immediately).	
2. Is this a revenue generating position? (Please describe).	
3. Is this position funded from General Funds or Enterprise Funds?	
4. What would the consequence be if this position were not filled?	
5. How would the work be completed if this position were not filled? (by what level of staff; overtime; contract etc.)	
6. Do other staff in the same work unit have similar skill levels to this position:	
7. Other comments:	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Supervisor's Signature: _____ Date _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Department Head's Signature: _____ Date _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Finance Signature: _____ Date _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ City Administrator Approval _____ Date _____

**CITY OF VERNON
HUMAN RESOURCES DEPARTMENT
PERSONNEL REQUISITION**

TO: Human Resources Department

FROM (Dept): _____ Division Name: _____ Distribution Fund/Key: _____

REASON FOR REQUEST:

Position Vacated By: Separation Promotion/Demotion Transfer Leave of Absence Retirement
Of _____ Employee ID # _____ Date Vacated _____
 New position created by City Council on _____
 Temporary Agency Request*
**Check this box if you are interested in utilizing a temporary agency in the interim until your vacancy is filled.*

PLEASE CERTIFY ELIGIBLE CANDIDATES FOR THE FOLLOWING:

POSITION NUMBER _____ JOB CODE _____
TITLE _____ WORK LOCATION _____

The status of this position is:
 Regular full-time Regular part-time Underfill of Position # _____
 Temporary full-time Temporary part-time

Normal position shift/hours:
 Day Graveyard Weekends Evenings/Swing Rotating Shifts Summer Only

Authorized Hours Per Week: _____

Are second language skills required for this position? YES NO
(If this position is not currently designated as bilingual, you must complete the proper request for designation and testing.)

Specific Language(s) Required: _____

In the absence of a current eligible list, please indicate the type of recruitment preferred:

Open Promotional

Contact Person: _____ Phone Number: _____

APPROVALS (Please route in this order):

Department Head: _____ Date: _____

Human Resources Department: _____ Date: _____

City Administrator: _____ Date: _____

FOR HUMAN RESOURCES USE ONLY:

Date Rcvd.: _____ Staff Assigned: _____ HR Class Code: _____ Date Certified: _____ Person Appointed: _____