



Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**

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City Administrator

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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 City Administrator's Office for approval. The City Administrator's Office will then forward the approved Personnel Requisition to the Human Resources Department.

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 three (3) 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 Commerce recruitments shall be posted in the Human Resources lobby, on the 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 not receive further consideration in the recruitment process if the original application is not received by the time and date indicated on the job bulletin.

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" will be utilized to ensure cost effective recruiting. 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. All local labor market advertisement will be placed in the Los Angeles Times 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.

PROCEDURE:

Responsibility

Action

Requesting Department

1. Prepares a Personnel Requisition Form to fill the vacancy, and submits forms to the City Administrator's Office.

City Administrator

2. City Administrator approves or denies the recruitment of the position and forwards to the Human Resources Department.

Human Resources Department

3. Human Resources verifies that the position is vacant and exists.

4. Contacts requesting department to review applications from existing eligibility list with screening criteria.
or
5. Recruits promotionally or openly for qualified candidates; tests as needed; establishes eligibility list.
6. Certifies eligibility list to requesting department within guidelines established in the Testing, Certification, and Eligibility Lists policy.
7. Reviews previous recruitments for the position and any instructions for recruiting that may have been included on the Personnel Requisition Form.
8. Contacts requesting department to develop additional information and to review announcements prior to distribution.
9. Develops an examination plan for the recruitment and reviews with department.
10. Reviews advertising plan to ensure appropriate levels of outreach efforts consistent with State and Federal guidelines.
11. Reviews the procedures in the recruitment process to ensure compliance with all equal employment opportunity laws and the goals of the City.
12. 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).
13. Reviews and approves wording of announcement and advertisement and provides recruitment sources as appropriate.
14. Determines scope of advertising and places ads with sources.

Department

Human Resources Department

15. Distributes job announcement bulletin to recruitment sources as appropriate.
16. Receives and processes applications through the final filing date (close of business day).

Attachment:

1. Personnel Requisition