City Personnel Policy

RECRUITMENT AND SELECTION

POLICY: 201

Council approval: ~~03/29/2010~~ # Pages: 3

POLICY:

It is the policy of the City to conduct recruitment and selection in a way that ensures qualified employees are hired within an orderly system which incorporates general merit principals with equal employment opportunities. Whenever applicable, all hiring practices will conform to the Iowa Civil Service laws. All employees shall be appointed by the Mayor after determination of fitness and ability.

APPLICABILITY:

All regular full-time and regular part-time employees.

PROCEDURE:

1. **Vacancy.** A vacancy refers to an unfilled position that is authorized in the City's budget and, where applicable, has been approved by City Council. It shall be the responsibility of the department having the vacant position to submit a request to begin the selection process to fill the vacancy within the approved Applicant Tracking system.~~on a City Form (see Appendix "A" – F201-1, "Employee Requisition Form") to the Human Resources Department requesting to begin the process to fill the position.~~

2. **Civil Service Positions.** Chapter 400 of the Code of Iowa states that vacancies in Civil Service promotional grades shall be filled by lateral transfer, voluntary demotion, or promotion of qualified City employees. In accordance with the intent of this provision, the Director of Human Resources shall designate each Civil Service job classification as promotional or open. A Civil Service promotional class is one which provides a logical avenue of progression from one or more Civil Service job classes having a lower maximum rate of pay. A promotional relationship shall be deemed to exist where an employees' service in at least one lower level class can reasonably be expected to result in the acquisition of the knowledge, skills, and abilities necessary to meet the minimum educational and experience requirements for the promotional job class.

   A. In determining whether a job class is promotional or open, consideration will be given to the number of subordinate positions meeting the criteria for a promotional relationship with the higher class in question, and to the number of employees likely to be qualified for promotion in the event of a vacancy in the higher class. The intent of the provision is to ensure that promotional examinations are reasonably competitive and likely to result in the promotion of qualified candidates.

B. The list of classes designated as Civil Service promotional shall be reviewed periodically by the Director of Human Resources. When necessary, the Director of Human Resources shall recommend to the Civil Service Commission a permanent or temporary change in the status of a position based on the aforementioned criteria prior to posting the notice of examination.

C. City employees are encouraged to compete for open positions for which they may qualify. Civil Service employees, regardless of the current salary level~~, who have completed their initial probationary periods~~, are eligible to apply for Civil Service promotional positions under guidelines adopted by Civil Service.

3. **Non-Civil Service Positions.** Regular positions exempt from Civil Service will be filled on the basis of merit. When a non-Civil Service vacancy occurs, the Director of Human Resources, in review with the Department Head or designee, shall determine whether the needs of the city will best be served by open recruitment or promotion. City employees are encouraged to compete for non-Civil Service positions for which they may qualify.

~~4. **Lay-off lists.** Before announcing a job opening, the Human Resources Department will ensure that a lay-off list does not exist for the job classification that has been requisitioned. No new employee shall be hired by the City in any job classification where a lay-off list exists until after all individuals on the list have declined the position.~~

~~5.~~4. **Announcement.** The application period for all positions shall be determined by the Director of Human Resources in review with the Department Head or designee. The Human Resources Department will issue an application announcement in accordance with all existing policies and procedures. The application announcement shall be posted for all to see and shall contain information relative to the job including: title; pay range; general description of the duties and requirements; time, place and manner of making application; and the opening and closing dates of application. If applicants from outside City employment are to be considered for job openings, the Human Resources Department will be responsible for recruiting the candidates and shall utilize the recruitment methods and sources it, along with the Department Head or designee, deems appropriate to fill the openings.

~~6. **Application.** All candidates for employment shall complete and sign an employment application as prescribed by the Human Resources Department. Applications may be filed at any time during the application period. Late applications may be accepted if the Mayor determines that to do so would be in the best interest of the City. The Mayor may decline to accept or act upon any application for any reason relating to the applicant's fitness to fill the position being sought. These reasons include but are not limited to:~~

~~A. Applications for sworn Police and Fire positions shall not be accepted for persons under the age of eighteen or over the age of sixty-five.~~

~~B. The applicant lacks the minimum qualifications for the job.~~

~~C. The applicant is addicted to the use of alcohol or drugs.~~

Formatted: Indent: Left: 0.67", No bullets or numbering

~~D. The applicant has been found guilty of a crime that would render the applicant unfit for the job for which the applicant is applying.~~

~~E. The applicant has been dismissed for disciplinary reasons from employment for a cause that renders the applicant unfit for the job for which the applicant is applying.~~

~~F. The applicant has made a false statement of material fact on the application for employment.~~

~~G. The applicant is deemed unfit to perform the duties of the job for which application is made. Fitness in this case is determined by reports from references or character investigations.~~

~~H. The applicant, if required by the job class, does not have or cannot secure the proper valid driver's license.~~

5. **Application – Non-Civil Service Positions.** All candidates for employment shall complete and electronically sign an online employment application as prescribed by the Human Resources Department. Applications may be filed at any time during the application period. Late applications may be accepted if the Mayor determines that to do so would be in the best interest of the City. The Mayor may decline to accept or act upon any application for any reason relating to the applicant's fitness to fill the position being sought. These reasons include but are not limited to:

A. The applicant lacks the minimum qualifications for the job.

B. The applicant is addicted to the use of alcohol or drugs.

C. The applicant has been found guilty of a crime that would render the applicant unfit for the job for which the applicant is applying.

D. The applicant has been dismissed for disciplinary reasons from employment for a cause that renders the applicant unfit for the job for which the applicant is applying.

E. The applicant has made a false statement of material fact on the application for employment.

F. The applicant is deemed unfit to perform the duties of the job for which application is made. Fitness in this case is determined by reports from references or character investigations.

G. The applicant, if required by the job class, does not have or cannot secure the proper valid driver's license.

6. **Application – Civil Service Positions.** Applications for civil service positions shall comport to the requirements established by the Civil Service Commission. An application may be declined if it is determined that the applicant is determined not to be fit to fill the position being sought. These reasons include but are not limited to the following:

Formatted: List Paragraph, Left, Right: 0", No bullets or numbering, Allow hanging punctuation

Formatted: Font: Arial

Formatted: Font: Arial

Formatted: Font: Arial

Formatted: Font: Arial

Formatted: Font: Arial

A. Applications for sworn Fire positions shall not be accepted for persons under the age of eighteen or over the age of sixty-five.

B. Applications for sworn Police positions shall not be accepted for persons under the age of twenty-one or over the age of sixty-five.

C. The applicant lacks the minimum qualifications for the job.

D. The applicant is addicted to the use of alcohol or drugs.

E. The applicant has been found guilty of a crime that would render the applicant unfit for the job which the applicant is applying.

F. The applicant has been dismissed for disciplinary reasons from employment for a cause that renders the applicant unfit for the job for which the applicant is applying.

G. The applicant has made a false statement of material fact on the application for employment.

H. The applicant is deemed unfit to perform the duties of the job for which application is made. Fitness in this case is determined by reports from references or character investigations.

I. The applicant, if required by the job class, does not have or cannot secure the proper valid driver's license.

6.

Formatted

7. **Selection.** The selection process shall be established by the Human Resources Department; and, in the case of a civil service position, approved by the Civil Service Commission. The selection process may consist of any combination of written exams, oral exams, performance exams, education and experience evaluations, and any other appropriate measure of fitness.

8. **Removal of Names from Consideration for Employment.** The name of an applicant may, at ~~anytime~~any time during the hiring process, be removed from employment consideration for any good cause, including but not limited to the following reasons:

   A. The applicant has been appointed to a permanent position.

   B. The applicant has declined appointment to a regular position two times or one time if the applicant is the only one under consideration.

   C. The applicant has requested removal from consideration.

   D. Evidence has been produced that the applicant should not have been allowed to participate in any portion of the selection process.

   E. The applicant has separated from City employment.

   F. The applicant cannot be reached.