



City of Arts & Innovation

City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

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B. Graham
City Manager

Number: I-1 Effective Date: 11/12

SUBJECT: REQUESTING AND RECRUITING FOR PERSONNEL

PURPOSE:

To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions within the classified service are filled in accordance with merit principles.

POLICY:

1. Requesting Personnel

Departments with an opening for a new position or a replacement vacancy shall complete and submit a Personnel Requisition Form (P-1). The requesting department shall specify whether the recruitment will be internal (promotional) or open to both internal and external applicants. Further, the department shall indicate any special conditions of employment such as shift work, or need for second language proficiency. The City Manager's Office shall check position budgeting and the Human Resources Department shall verify position control.

2. Recruiting for Personnel

The Human Resources Department shall establish, maintain and refresh, as needed, lists of qualified candidates to enable departments to fill vacancies in a timely manner. Human Resources staff will determine if a current eligibility list exists for the position requested and if so, contact the requesting department to review applications from the existing list. An existing list may be "refreshed" to augment the qualified applicant pool at the request of the department and concurrence by the Human Resources Director, or designee, when there is a need to expand the candidate pool to achieve greater diversity, prior experience and/or desired skill sets for the current vacancy.

If no eligibility list exists, the Human Resources Department shall administer and coordinate the recruitment process working closely with the requesting department. A comprehensive recruitment plan shall be developed to include the outreach strategy and appropriate steps to assess competencies in compliance with the Testing, Certification and Eligibility Lists policy. The job announcement shall be posted on the City's employment opportunity website for each recruitment (either promotional or open), and shall specify pertinent data such as a brief description of the essential job

functions, the minimum and/or special requirements, compensation, and any recruiting deadlines.

The City of Riverside encourages promotion from within and recommends consideration of internal candidates first, as part of an open/outside recruitment process. An internal/promotional recruitment should take into consideration the availability of protected class employees possessing requisite skills to ensure a diverse list of qualified candidates.

3. Advertising and Outreach

The City shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities with the City of Riverside. Each department shall assist the Human Resources Department by developing and maintaining recruitment sources in accordance with State and Federal guidelines. This process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity or sexual orientation. Recruitments shall be carried out in accordance with merit principles.

The City of Riverside's job listings shall be available in the Human Resources department, on the website, and on the Human Resources Jobline. Completed on-line applications must be received by the Human Resources Department no later than the time and date indicated on the job announcement.

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, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising shall state that the City is an "Equal Opportunity Employer" and is the financial responsibility of the requesting department.

The following advertising guidelines will be utilized to ensure broad reaching and cost effective recruiting. All advertising will be placed by the Human Resources Department with costs funded by the hiring department. (When appropriate funding exists, the Human Resources Department may fund local advertising.) 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. Departments shall have a key role in assisting in the identification of appropriate sources to ensure a successful recruitment outreach approach.

1. Local advertising – may be utilized for entry and journey level positions to increase outreach and when it is perceived that there is an ample supply of qualified candidates in the local labor market.
2. Regional advertising – may be utilized for skilled and professional level positions in which advertising beyond the local labor market is necessary to generate a richer candidate pool (i.e. Los Angeles, Orange County, and Northern California).

3. National advertising – may be utilized for highly skilled, professional, management and executive level positions in which there is limited supply of highly qualified candidates locally and regionally, in order to attract the best qualified candidates and enrich the candidate pool.
4. Diversity advertising – shall focus on utilizing local and regional community networks, established formal and informal groups, newspapers and related resources, as well as networking to generate additional awareness and outreach related to the City's employment opportunities, specifically to enrich the applicant pool in areas in which the City's workforce demographics show deficiencies.

Attachment:

Personnel Requisition Form (P-1)

**CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
PERSONNEL REQUISITION P-1**

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 Duration of Assignment: _____

PLEASE CERTIFY ELIGIBLE CANDIDATES FOR THE FOLLOWING:

POSITION NUMBER _____ JOB CODE _____
TITLE _____ WORK LOCATION _____

The status of this position is:

Regular full-time Underfill of Position # _____
 Regular part-time Overfill of Position # _____
 Temporary/Seasonal full-time Doublefill of Position # _____
 Temporary/Seasonal part-time Non-Classified (At-will Appointment)*

*Will this position be advertised with the merit range Yes No

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 (Requires City Manager and HR Director approval)

Contact Person: _____ Phone Number: _____

HIRING INCENTIVES PROGRAM:

Is this position within a classification eligible for the Hiring Incentives Program?

No Yes. City Manager approval _____

Each recruitment will be handled on a case by case basis and may or may not be deemed as "Difficult to Recruit" prior to the commencement of each recruitment.

APPROVALS (Please route in this order):

Department Head: _____ Date: _____

City Manager Analyst: _____ Date: _____

City Manager: _____ Date: _____

Human Resources Department: _____ Date: _____

FOR HUMAN RESOURCES USE ONLY

Req ID:	Date Rcvd:	Staff Assigned:
HR Class Code:	Date Certified:	Person Appointed: