



Approved:

City of Riverside, California
Human Resources Policy and Procedure Manual

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Human Resources Director

[Signature]
City Manager

Number: I-1 Effective Date: 07/06

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.

Departments wishing to fill an opening for a new position or a replacement vacancy shall complete a Personnel Requisition Form and Justification Form (see attachments), and forward these forms to the City Manager's Office. The City Manager's Office shall verify that the position requested has been authorized and approved. They shall then forward the Personnel Requisition to the appropriate Assistant City Manager or City Manager for approval. The City Manager'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 protected class employees possessing requisite skills. Any promotional recruitment which fails to attract at least three (3) qualified candidates may be reopened to outside candidates. 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.

The City of Riverside 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 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 10 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" 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:

1. All local labor market advertisement will be placed in the Press-Enterprise utilizing multiple position block ads and funded by the Human Resources Department.
2. Advertising beyond the local labor market (ie; Los Angeles, Orange County, and out-of-state publications) will be the financial responsibility of the recruiting department.
3. Where possible, professional newsletters, trade journals, websites and community publications may be used where the cost is borne by the recruiting department.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Prepares a Personnel Requisition Form and Justification Form to fill the vacancy, and submits forms to the City Manager's Office.
City Manager's Office	2. City Manager's Office checks Position Budgeting to verify that the position is authorized in the departmental budget.

Human Resources Department

3. Assistant City Manager approves the recruitment of the position and forwards to the Human Resources Department.
4. Human Resources checks Position Control to verify that the position is vacant and exists.
5. Contacts requesting department to review applications from existing eligibility list with screening criteria.
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 a Personnel Requisition Form.
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

- Department
- Human Resources Department
14. compensation, and the final filing date (if applicable).
Reviews and approves wording of announcement and advertisement and provides recruitment sources as appropriate.
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).

Attachment:

1. Personnel Requisition