

PERSONNEL PROCEDURES MANUAL



Chapter 4
Issue 2 August , 2012
Date

SUBJECT: RECRUITMENT, TESTING, CERTIFICATION, AND REFERRAL

I. PURPOSE

The purpose of this procedure is to establish a standard policy and procedure for the recruitment, testing, certification, and referral of all applicants to City service.

It shall be the policy of the City to carry on such recruitment programs as necessary to seek out and secure qualified individuals to apply for positions at all levels of classified service. In accordance with the City's recruitment efforts, emphasis shall be directed toward stimulating interest among veterans, females, minorities, and handicapped populations in order to assure that qualified members of underrepresented groups are among those to be tested and certified.

II. SCOPE

This procedure is applicable to all City departments. Where any section, subsection, sentence, clause, or phrase of this procedure is found inconsistent with an approved memorandum of understanding enacted between the City and a recognized employee organization, the current memorandum of understanding shall prevail. Exceptions to this procedure shall only be allowed when approved by the City Administrator.

III. AMENDMENTS

This procedure may be amended by the City Administrator.

IV. POLICY AND PROCEDURES

A. Employee Requisition

When a department/division head desires to fill an authorized vacant position a Human Resources Requisition Form is forwarded to the Human Resources Division requesting certification of names eligible for the position. If no appropriate eligibility list exists, a recruitment and examination process will be scheduled.

B. Eligibility (Employment) Lists

Certification of names for employment may be made from the following eligibility lists:

1. Re-employment
2. Promotional
3. Reinstatement
4. Transfer
5. Demotion

If there are no candidates qualified for the position or if the Department/Division Head is unable to appoint from the aforementioned lists, an open competitive recruitment procedure will be followed.

C. Open Competitive Recruitment

The Human Resources Division will develop a specific recruitment plan for the position. This plan may include, but not be limited to, distribution of recruitment announcements, local and regional advertising, trade publication advertising, military publication advertising, military job fair recruiting, minority organization recruiting, and other sources.

D. Content of Recruitment Announcements

The Personnel Rules provide the Human Resources Officer shall publicize every opening in the competitive service by posting an announcement on all official bulletin boards. The announcement shall specify the following information: position title, salary, nature of work, minimum requirements, where to obtain applications and final date for applying. Announcements may also provide the following information: description of examination process, date and place of examination, subject and weight of component parts of examination, statement emphasizing the City's commitment to equal employment opportunity, the availability of veteran's preference credit to eligible candidates, and description of fringe benefits.

E. Application

Each applicant for a position shall be required to complete a current City of Lompoc **Application for Employment form**. Supplemental information in the form of responses to job-related questions may be required for some positions. Additional information from applicants for the purpose of background investigations may also be required prior to employment with the City of Lompoc. Applications not containing all of the requested information may be rejected.

1. Receipt of Applications: All applications for employment with the City of Lompoc must be submitted to the Human Resources Division prior to the closing time for the position. All applications must be signed by the applicant and dated. Applications are date stamped by the Human Resources Division upon receipt. Applications mailed to the Human Resources Division must be postmarked on or before the date the position closes. Late applications may be accepted in cases where the applicant can demonstrate "good cause" to the Human Resources Officer.
2. Applications Not Returned: All applications submitted for vacancies with the City of Lompoc will be retained by the Human Resources Division and not returned to the applicant. Applications will be kept on file by position for a period of not less than two years.
3. Applications Confidential: Applications for employment with the City of Lompoc are confidential and names of applicants shall not be made public. Information for verification purposes as to whether a specific individual applied for employment that is requested in writing from the State Employment Division shall be released to the State Employment Division. Applications may be made available to certain parties in the event of litigation involving a particular position.

F. Establishing Selection Procedures

The type of selection procedure used to fill vacancies in the City of Lompoc will be determined by the Human Resources Division after conferring with the department/division head. Procedures will be established based on the knowledge, skills, and abilities required to perform the job.

G. Department Assistance in Selection Procedure

Department/division heads, or their representatives, may assist in the selection process. Assistance will involve defining experience which is appropriate, establishing rating criteria, and other participation as deemed necessary to insure compliance with these regulations and the principles of merit.

H. Selection Criteria

Objective and job-related selection criteria shall be used in accordance with the City of Lompoc Competitive Service. This may include, but not be limited to one or more of the following forms of examination.

1. Applications
2. Interview and oral examination
3. Background Investigation
4. Experience and training rating
5. Written test
6. Performance test
7. Assessment centers
8. Strength and Agility tests
9. Physical Examinations
10. Work Sample test

I. Veteran's Preference

1. Any person who is a veteran, as defined in Section 18973 of the Government Code of the State of California, and who enters an open competitive examination for a job classification requiring no work experience, shall be eligible to receive preferential credit of ten (10) points added to the total credits earned in the examination process.

To receive such preferential credit, the veteran must meet the minimum qualifications established for entrance to the examination process, and must attain a passing score in each phase of the examination process.

2. Any person who is a veteran, as defined in Section 18973 of the Government Code of the State of California, and who enters an open competitive examination for a job classification requiring specific work experience and/or certification, shall be eligible to receive preferential credit of ten (10) points added to the total credits earned in the examination process.

To receive such preferential credit, the veteran must meet the minimum qualifications established for entrance to the examination process, and must attain a passing score in each phase of the examination process.

3. A disabled veteran who enters an open competitive examination for any job classification shall be eligible to receive preferential credit of ten (15) points added to the total credits earned in the examination process.

To receive such preferential credit the disabled veteran must meet the minimum qualifications established for entrance to the examination and must attain a passing score in each phase of the examination process.

It is further provided that to be eligible for such preferential credit a disabled veteran must have a permanent disability of ten percent or more and such disability must be compensable at the time preference is claimed.

4. Eligibility for veterans' preference credits provided in paragraphs I.1., I.2., or I.3. hereof shall not apply to promotional examinations, nor shall preference apply to any personnel transaction such as, but not limited to, dismissal, transfer, or layoff.
5. To claim veterans' preference credits as provided in paragraphs I.1., I.2., or I.3. hereof, an applicant must apply for such credits in the space provided therefore on the application form and must submit a form, DD214, or equivalent document, as evidence of military service, disability, or compensability, as appropriate, to the Human Resources Division on or before the date of examination. Veteran's preference must be established separately for each examination.

J. Examinations

1. Minimum Qualifications: Applications received by the Human Resources Department that do not meet minimum qualifications will be disqualified from further consideration. Applicants will be notified of failure to meet minimum qualifications.
2. Scheduling Examinations: The Human Resources Officer may schedule examinations as the current and anticipated needs of the City require with due consideration to current departmental work load. Scheduled examinations conducted by the Human Resources Division may be postponed or canceled by notifying all persons affected. Those examinations conducted by or within departments shall be coordinated through the Human Resources Division and notification of applicants and the Human Resources Division of postponements, changes, or cancellations of those examinations shall be made by the department.
3. Grading of Examinations: The Human Resources Division shall determine a final score for each applicant's examination computed in accordance with the weights

established for the separate parts. Weighting of the entire examination process will be based on an evaluation of the importance of elements of the examination in relationship to the job duties of the position. The Human Resources Division shall utilize appropriate techniques and procedures in rating the results of the examinations and in determining the passing score for the examination.

4. Retake of Written Examinations: A candidate who fails a written examination will not be allowed to retake an examination for the same classification until one of the following conditions is met:
 - a. An alternate form of the examination is available and 30 days have passed; **or**
 - b. Six months have passed.
5. Oral Examinations: Failure to appear for or to pass an oral examination shall void the whole application process. If candidates wish to compete on a subsequent examination, they must reapply and proceed through the entire competitive process.
6. Examination Results: No examination shall be deemed to have been completed until the grades have been determined and the eligible list established. No person taking an examination will acquire any rights whatsoever until the Human Resources Division has formally established the eligibility list. All candidates shall be mailed a written notification of the results of their competition in the examination within fourteen (14) calendar days after the date of the establishment of the eligibility list.
7. Review of Examinations: Review of examinations will be administered consistent with Rule VI, Section 6 of the City of Lompoc Personnel Ordinance and Rules.
8. Special Examinations: If an applicant fails to take or complete an examination because of an error or oversight that is the fault of the City, a special examination may be given. The claim for such an examination shall be presented in writing to the Human Resources Officer within fourteen (14) calendar days after the date of the original examination. If the Human Resources Officer finds that the applicant's failure to take or complete an examination was the fault of the City, the Human Resources Office may cause a special examination to be constructed and graded on a pattern similar to the original examination given.

9. Open Continuous Examinations: Open continuous entrance and promotional examinations may be held for classifications where vacancies are frequent and when, in the opinion of the Human Resources Officer, the examination procedure previously described is not practical. Applications will be accepted for open continuous examinations any time between the date of original announcement and an announcement terminating the open period. During this period, applications will be accepted, candidates examined, and the names of successful candidates entered on the eligible list at any time in accordance with the test grade received. No applicant shall be permitted to compete a second time in an open continuous examination for the same classification within six (6) months of the date of the candidate's previous competition. The Human Resources Officer shall insure that uniform and fair standards of competition are followed in all examination procedures.

10. Promotional Examinations: The Human Resources Officer will designate promotional examinations for those classifications which have been established to provide an upward career progression and for which it appears that there is a sufficient number of qualified and interested City employees wanting to take the examination. Recruiting is restricted to City employees who qualify for promotional consideration.

All candidates for promotion to City positions must possess the minimum qualifications as set forth in the specifications of the classification to which promotion is sought. If employees on the promotional eligibility list separate from City employment, their names shall be removed from the list.

11. Inability to Appear for Examination: In the event any applicants are unable to appear at the designated time and place for an examination they must forego the competition on that examination unless they submit in writing their reasons for inability to appear. The reason(s) must indicate good cause for failure to appear and must be received by the Human Resources Officer within three (3) calendar days of the scheduled examination. If approved by the Human Resources Officer, an alternate examination, if available, may be administered.

12. Late Arrivals to Examinations: A proctor of an examination is authorized to decide whether applicants who arrive late may be admitted to the examination.

13. Collusion or Cheating: The proctor of an examination may warn a candidate suspected of cheating. If such candidate persists in the suspicious conduct, the proctor shall gather the test material from the candidate and refuse the continuance of the examination thereby disqualifying the candidate from that position.

K. Oral Interview Board

1. An examination may include an oral interview for the purpose of appraising qualifications of candidates.
2. Oral Interview Board membership shall be coordinated by the Human Resources Officer or delegate. Names of potential Oral Interview Board members may be suggested by the operating departments.
3. Only Oral Interview Board members, applicants, and approved proctors shall be permitted in the oral examining room.

L. Establishment of Eligibility List

For applicable classifications, as soon as possible after the conclusion of an examination, the Human Resources Officer shall prepare and keep available an eligibility list. The eligibility list shall consist of the names of persons successfully passing the examination arranged in order of final rating earned from the highest score to the lowest passing grade.

Final rating shall be determined by the total of the score(s) earned by each applicant for each part of the examination, based upon the examination process established.

Upon certification of an eligibility list all qualified candidates are notified of their standing on the list.

1. Change of Address:

It is the responsibility of each applicant on a City of Lompoc eligibility list to notify the Human Resources Division of any change of address while their names remain on an eligibility list. Such change of address notification shall be in writing and identify the classification eligibility list(s) on which their name appears.

2. Effective Date of Eligibility List: An eligibility list shall be in effect from the date that it is approved by the Human Resources Manager and Human Resources Officer.

3. Duration of Eligibility List:

Eligibility lists will expire in accordance with Rule VII, Section 2 of the City of Lompoc Personnel Ordinance and Rules.

M. Referral of Eligible Candidates:

The names of all individuals who have successfully qualified for employment will be certified to the department for a possible employment interview. The department/division head, or designated representative, shall have final responsibility for selecting from among those candidates referred the one individual whose combination of knowledge, skills and abilities best suits him/her for the existing vacancy.

N. Personal Investigation:

Prior to appointment the Department Head should investigate any candidate as long as the candidate's present employment is not jeopardized and all candidates are tested equally. (See Personnel Procedure Manual, Chapter 11).

O. Medical Examination:

Prior to employment, candidates are required to take a medical examination by a physician approved by the Human Resources Office.

V. IMPLEMENTATION AND INTERPRETATION

Any questions relative to the intent or application of this procedure should be directed to the Human Resources Manager who is delegated the responsibility for interpreting and implementing this procedure.

Authorized: _____
City Administrator Effective Date