

**CITY COUNCIL AGENDA COVER-SHEET**

**From: Nancy Batchelder, City Recorder**

- Regular Meeting Agenda Item       Work Session Discussion Topic
- o Add to agenda for \_\_\_\_\_ meeting.
  - o Continue this item until \_\_\_\_\_.
  - o Item dismissed.

**DATE:** February 4, 2016

**Title:** Hiring Procedures

**Item:** The Hiring Procedures, which had been included in the 2012 Personnel Policy Manual, were not included in the updated Employee Handbook that was adopted in January.

So, I drafted them as a separate Administrative Policy The only change that I made was to change duties previously assigned to the City Recorder and Public Works Director to the City Administrator.

**Related Goal:**

**Reference And Review Material:**

**Budget Impact:**

**Additional Information:**

**Attachments:** Administrative Policy – Hiring Procedures

## Administrative Policy - Hiring Procedures

### **Vacancies/new positions**

Vacant or new city positions may be filled by a transfer or promotion of a current city employee or by recruitment for new employee. Current employees shall be provided opportunity for personal advancement, therefore newly authorized or vacant positions shall be posted in City Hall for current staff prior to open public recruitment. Qualified employees applying for promotion or transfers to other positions within the city shall be considered and may be hired without further outside recruitment.

### **Recruitment**

Notice of all job openings within the city shall be posted on a city bulletin board for a period of five working days, with a copy mailed to the union. Positions may be concurrently publicized by posting an announcement in a newspaper of general circulation, but no hiring commitment or decision will be made until the internal posting period as expired. Announcements shall specify the title and salary range; the date of closing for the acceptance of applications; the nature of the work to be performed; education and experience required, and any other pertinent information.

### **Application for employment**

Application forms shall be furnished by the City Administrator to all applicants. An application form must be on file for each person considered for the position. Résumés may be included with the application form. Applications shall be accepted only when there is an open and listed job vacancy. Every person must fill out an application form to be considered an applicant. Applicants must specify the job applied for. Only applications received prior to the cutoff date shall be considered. Unsolicited résumés shall not be accepted or considered.

The file of applications for each opening shall be retained by the city for three (3) years after the date of hire.

### **Qualification standards: new hires/promotions**

Each application shall be reviewed to ascertain the individual applicant's education, experience and other qualifications for the position offered, concentrating on the essential functions of the job.

Qualifications of an applicant for a position in city service shall be ascertained on the basis of one or more of the following:

- Information contained on the application form;
- Written performance or physical tests oral interviews, or any combination thereof;
- Qualifications required for certification under state law; or
- Other requirements as specified by the Council in the position description.
- Any examinations required for various positions may be administered by the department head/supervisor.

The City of Yachats does not hire persons under 18.

### **Interview process**

The City Council shall fill the positions of City Administrator, City Attorney, City Planner and Municipal Judge. For all other classifications of City employment, the City Administrator shall fill the position. The City Administrator may ask others for assistance with the interview process.

After an individual is employed by The City of Yachats in a position that includes duties performed under a Federal contract, the City will use the federal E-Verify program to validate social security numbers.