I. POLICY STATEMENT

All City Manger departments shall comply with the following procedures when recruiting and selecting unclassified management personnel.

II. APPLICABILITY

The following procedures apply to appointments of all division and bureau-level positions in all City departments and office directly responsible to the City Manager. Recruitment and selection procedures for department heads and City Manager staff positions will be established by the City Manager.

Elective and independent offices and departments are requested to comply with these procedures.

III. GENERAL PROCEDURES

The following steps shall be completed prior to proceeding with management recruitment:

A. Personnel Requisition and Certification Form

Approval to begin recruitment shall be obtained through submission and approval of a "Personnel Requisition and Certification" form. The department shall initiate a "Personnel Requisition and Certification" form, attach any pertinent documentation, and forward it to the Budget Office for processing.

B. Department of Human Resources Review

The Department of Human Resources will review the "Personnel Requisition and Certification" form, as well as any required documentation. The requisition and recommendations will then be forwarded to the City Manager for review.

C. City Manager Approval

The City Manager will signify approval to proceed with recruitment by signing the "Personnel Requisition and Certification" form.

D. Salary Placement

The salary range advertised for the position shall be in accordance with the Management Pay Plan. Prior approval of the Director of Human Resources is required for new positions and deviations from established salary ranges.

E. Position Review

Each vacant position shall be reviewed for current duties and minimum requirements prior to preparing the "Management Opportunity Bulletin." The bulletin shall be reviewed and approved by the Department of Human Resources prior to distribution.

F. Applicant Flow Analysis

In planning the recruitment process, informal inquiries may be carried out to determine the potential applicant flow for each vacancy. This should include an analysis of previous recruitments, EEO deficiencies, in-house potential, and time-frame requirements. Caution should be exercised to avoid am impression of "pre-selection" during this, or any other phase of the recruitment process.

IV. RECRUITMENT PROCEDURES

A. Recruitment Method(s)

When the department receives the approved "Personnel Requisition and Certification" form signed by the Appointing Authority, the formal recruitment process may begin. The process may include the following method(s):

- Department-directed recruitment
- Human Resources-directed recruitment
- City Manager-directed recruitment
- Outside recruitment firm or individual

B. Recruitment Options

1. In-house recruitment is a method used when there are sufficient numbers of qualified in-house candidates to ensure both a competitive list of candidates and a representative applicant flow for EEO purposes.

2. Outside recruitment is the method utilized when an in-house recruitment
would not provide a sufficient applicant pool.

C. Acting Appointments

With the prior approval of the City Manager, and a signed appointment letter, a department may choose a qualified employee for an interim appointment until a permanent selection is made. "Acting" appointees should be aware that such assignments do not guarantee permanent appointments. The salary for the acting appointee shall be determined in consultation with the Director of Human Resources and must be approved by the City Manager.

V. ANNOUNCEMENT PROCEDURES

Recruitment periods should be of sufficient length to enable the proper dissemination of the "Management Opportunity Bulletin". A thirty-day period should be considered minimal with a sixty- to ninety- day period as ideal. Recruitment methods may include a variety of advertising methods such as newspapers, professional journals and recruitment journals.

VI. APPLICATION PROCEDURES

A. Resume and Supplemental Questionnaire

A professional resume will normally be required as a means of establishing interest in a particular vacancy. Additional information may be solicited through the use of a supplemental questionnaire.

B. Self-Identification Form

All applicants shall be requested to voluntarily submit a "Voluntary Self-Identification" form. This form is not to be used in the selection process but will be separated from the application and used in completing the "Applicant-Flow Summary for Unclassified Position" form.

"Voluntary Self-Identification" forms and resumes are to be maintained in accordance with Section VIII A.

C. Applicant-Flow Summary for Unclassified Position

Upon completion of the "# of Applications" and "# Accepted" categories on the "Applicant-Flow Summary for Unclassified Position" form, the department shall forward the form to the EEO Officer for review to determine if recruitment efforts need to be increased. Approval by the EEO Officer is required prior to proceeding with the selection process.

If approval is denied, the EEO Officer will advise the department of the action

required. Upon completion of the required action, the form shall be re-submitted for approval before proceeding. Once the selection process is completed, the "Applicant-Flow Summary for Unclassified Position" form is to be forwarded to the EEO Officer for analysis.

D. Minimum Requirements

To receive consideration, applicants must meet the minimum requirements established for management-level positions. An appropriate college degree will normally establish the base requirement.

E. Applicant Screening

1. Paper Screening

Applicants may be reduced to a manageable number by a review and evaluation of resumés and supplemental questionnaires. Criteria directly related to the job shall be used to rate all applicants fairly and consistently. Should this process eliminate a representative applicant group (e.g. females, Asians, etc.), for EEO purposes, a restudy of the application process shall be required.

2. Assessment Center/Oral Panel

As a further means of evaluating applicants, an assessment center exercise may be employed. Most often, an oral panel is used to objectively appraise the finalists. Care should be taken to select a panel that is representative of the City's labor market.

3. Final Interview

Final interviews for department heads and City Manager staff will be conducted by the City Manager. Other department heads may be called upon to assist in this process. At the bureau and division levels, a department head will normally conduct final interviews.

4. Notice to Applicants

During each phase of the applicant screening process, applicants will be informed in a timely manner of their current status. Such communication should be in writing, giving only that information which is certain or previously scheduled. Telephone inquiries by applicants should be discouraged, as not all candidates will receive the same information through this practice.

5. Immigration Act of 1986

   Applicants must be informed that the Immigration Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at the time of hire.

VII. APPOINTMENT PROCEDURES

A. Bureau and Division Heads

1. Director of Human Resources Review.

   A department head shall review his/her selection with the Director of Human Resources.

   Prior to this review, the following information shall be provided.

   a. Type of recruitment and selection process utilized.
   b. Full resume and supplemental questionnaire of finalists.
   c. Responses from reference checks and previous employers.
   d. Summary of other finalists in relationship to desire appointee.
   e. "Applicant Flow Summary for Unclassified Position" form.

2. City Manager Review and Approval

   Following the review, the Director of Human Resources will forward a recommendation to the City Manager for review and approval.

3. Salary Placement

   Prior to discussions with the selectee, the starting salary and other considerations (moving and automobile allowance, etc.) shall be reviewed with the Director of Human Resources and the City Manager. Except in unusual circumstances, initial placement will usually be below the midpoint of the salary range for the position.

4. Relocation Expenses

   Prior to making any commitment to an applicant regarding relocation and moving expenses, the Director of Human Resources shall be consulted, with the City Manager making the final decision. An appointment letter must contain the amount agreed to for relocation, if any, as part of the first year's compensation.

5. Physical Examination

If the applicant is not a City employee, he or she shall be advised that an appointment is contingent upon successful completion of a pre-employment physical examination.

6. "Offer of Employment Letter"

When the appointment, starting date, and salary have been approved by the City Manager, a department shall prepare an "Offer of Employment letter" for the City Manager's signature, using guidelines from the Department of Human Resources.

VIII. GENERAL NOTES

A. Record Keeping

Accurate and detailed record keeping is a vital part of any successful recruitment effort. State and Federal laws require that records be maintained for a minimum of two years. With the exception of the "Applicant-Flow Summary for Unclassified Positions" which is forwarded to the Department of Human Resources, departments must retain all recruitment records including formal and informal records such as interview notes.

B. Pre-selection

To guard against any claim of pre-selection, it is important that the above procedures are followed. Any deviation to these guidelines must receive prior approval by the Department of Human Resources.

IX. REFERENCES

A. Personnel Policies and Procedures Manual - Section 1.2, INS Citizenship Requirements

B. Administrative Regulation Chapter 8-9 - Management Selection and Recruitment Procedures

X. APPENDICES/FORMS

A. Management Opportunity Bulletin
B. Personnel Requisition and Certification form
C. Voluntary Self-Identification form
D. Applicant-Flow Summary for Unclassified Position form
E. Sample "Offer of Employment Letter"
F. Management Recruitment and Selection Checklist

G. City of Long Beach Values Statement