

CITY OF CARSON		POLICY and PROCEDURES	
NUMBER:	6.20	SUBJECT:	PERSONNEL-RECRUITMENT AND SELECTION
ISSUED:	July 1, 1975		
EFFECTIVE:	July 1, 1975		
CANCELLATION DATE:		SECTION:	VI. PERSONNEL
SUPERSEDES:	NEW		

ADMINISTRATIVE ORDER

I. PURPOSE AND SCOPE

- A. To establish the procedure and assign responsibility for recruitment and selection of City employees.
- B. To assure that the recruitment and selection process conforms to the City Personnel Rules adopted by City Council and to applicable Federal and State Legislation.
- C. To insure to the extent reasonably possible that Personnel selected for City positions possess the highest possible qualifications and that all candidates are given equal opportunity and fair consideration.

II. GENERAL

- A. Integrity in recruitment, State and Federal Legislation, and the best interest of the City require that the best qualified and available candidate be employed to fill City positions, and that this be accomplished without regard for sex, race, creed or national origin.
- B. Only the City, as employer, has the right and responsibility to establish job specifications and standards of job performance and such standards shall be uniform and not affected by sex, race or physical deficiency except where special situations require consideration of these factors.
- C. All requests to Personnel for recruitment of regular full time employees must be for positions approved by the City Council and City Administrator and funded through the approved City budget or through Federal and State employment programs.
- D. All requests to Personnel for recruitment to fill approved positions must be by completion and submittal to Personnel of Form 12104, Personnel Recruitment and Certification Request, signed by the departmental director.
 1. All applications for employment must be submitted to and processed by the Personnel Office.

II. GENERAL (continued)

- E. Personnel Records are confidential, not subject to public inspection, and shall be handled in accordance with Administrative Order 6.14, Personnel Records - Security and Safeguarding, and the provisions of California State Law. This includes records, computerized data, test scores and rankings.
- F. Background Information
 - 1. Criminal Background
 - a. The City may hire persons who have been convicted of crimes. In order to properly evaluate suitability for a specific position and to exclude chronic criminal offenders, the applicant must disclose his or her record of criminal convictions.
 - b. Such disclosures shall be on Form 1279, Applicant Information Record which is confidential information, and not circulated or filed with the application form.
 - c. Verification of such disclosure will be through the County Sheriff's background investigation. The individual shall not be formally appointed until the verification has been completed. False information shall be grounds for termination of employment with the City.
 - 2. Ethnic Background: In order to ensure conformance with City affirmative action programs and Federal Legislation setting forth guidelines and reporting requirements relating to employment of minorities and females, it is requested (but not mandatory) that the applicant provide the information on Form 1279, Applicant Information Record which is considered confidential and is not circulated or filed with the application form.
 - 3. Employment Background: Final appointment shall be subject to verification of employment background and experience as represented by the employee on the application form. Deliberate falsification of material facts shall be grounds for termination of employment with the City.
 - 4. Employee Identifications
 - a. The City is responsible to assure positive

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II. GENERAL (continued)

identification of City employees and verification of representations as to criminal record.

- b. To verify identification and criminal record, each applicant selected for employment shall be fingerprinted. Fingerprint records shall be processed through the City Law Enforcement Agency.

G. Family Relationships

1. The City guidelines governing employment of family related persons are delineated in Administrative Order 6.15, Employment of Family Related Persons, summarized as follows:
 - a. A family relationship is any degree of blood or legal relationship to a family.
 - b. No person may be employed in a position which has a direct reporting relationship to a family related person.
 - c. Assignment of family related persons to the same department is subject to approval by the City Administrator.
2. To ensure impartial selection and conformance with Administrative Order 6.15 each applicant must disclose such relationship on Form 1279, Application Information Record, which is retained in a separate file.

H. Written Examination

1. Written examinations are administered by the Personnel Officer who assures that the examination questions are formulated to measure specific job qualifications. Written tests shall be formulated by a consulting specialist from outside of the City government.
2. Each applicant being examined shall complete Form 1286, Examination Identification slip.
3. No examination material shall be taken from the examination room.
4. An examination answer booklet or sheet must be received by the test monitor from each person taking the examination upon completion of the examination.
5. Written examinations shall be scored independently by

II. GENERAL (continued)

two Personnel employees to minimize the possibility of scoring or grading errors.

6. All persons who have taken an examination shall be notified by mail of their score and their respective ranking with others who took the examination.
7. Public announcement or display of ranking or score is prohibited by Administrative Order 6.14, Personnel Records-Security and Safeguarding, and by state law which excludes personnel records from public inspection.

I. Oral Examination Board

1. Composition of the Oral Board

- a. Three members preferred, but two are acceptable if a third member is not available. A two member board shall be approved by the Personnel Officer. One member, when possible, may be a qualified City employee. Others shall be from outside of Carson City Government or City contracting agencies. A City employee may not serve on a two member board.
- b. Members should be employed in a higher level of responsibility than that of the position being examined, and when possible, employed in the same or related profession or trade.
- c. Membership should, when possible, include varied sex and ethnic representation.
- d. Board members shall not participate in the examination of any candidate where a family relationship, close business relationship, or close friendship exists between the candidate and the member, which might create unfair bias or partiality in grading or be a basis for accusations of unfairness. In such cases the member is requested to disclose such relationship or friendships and disqualify himself from participating in the examination of that candidate.

2. Responsibilities of the Oral Board

- a. Verify and evaluate professional, trade or clerical skills and qualifications.

II. GENERAL (continued)

- b. Evaluate personal qualities and traits as they relate to the position.
 - c. Complete Form 1054 or 1053 Oral Interview. Do not complete the score. Submit the form to Personnel for score computation.
- 3. Selection of the Oral Board
 - a. Selection of Oral Board members shall be by the City Personnel Officer or his designee. The Personnel Officer shall assure that oral board members are instructed as to the nature of questions which are within the scope of the examination and those types of questions which may be illegal, prejudicial or not job related.
 - b. Board Members shall be chosen from city governments, appropriate public and private agencies, qualified city employees and officials, and qualified, interested citizens of the City of Carson.
- 4. Monitor and Recording of Oral Board Interviews
 - a. A member of the City Personnel Office shall be present at each oral board interview to advise members and applicants regarding proper questions and personnel rules.
 - b. Each oral interview shall be recorded to provide an accurate record of the interview.
 - 1. All parties to the interview shall be advised prior to the interview that the proceedings are being tape recorded.
 - 2. Waiver of use of the tapes whether by request of an applicant or by request of a board member must be approved by the Personnel Officer or City Administrator.
 - 3. Tapes shall be retained by the Personnel Office until after the expiration of the appeal period, and the position has been satisfactorily filled.

II. GENERAL (continued)

4. Upon expiration of the appeal period, and final selection of the respective employee, the tapes may be destroyed or erased and reused.
5. The Personnel Officer shall retain the tapes in a secure place and assure that they are not released from the custody of the Personnel Officer.
6. The tapes shall not be played for any purpose other than a bonafide investigation of a complaint relating to the respective oral interview.
7. Playing of a tape must be authorized by the Personnel Officer or by the City Administrator.
8. A tape shall be played only for a person established as authorized to hear the tape as a bonafide investigating person or agency for investigative purposes.
9. Playing of a tape must be under the supervision and control of the Personnel Officer. The Personnel Officer or his designee shall be present during such playing and operate the play back equipment.

J. Performance Examinations

1. The purpose of the performance examination is to demonstrate specified duties and skills including physical capabilities, by actually performing the duties and skills required in the position class being examined.
2. These examinations include demonstration of ability to operate job-related machines and equipment and the ability to follow instructions.
3. Where the performance test may involve strenuous or hazardous tasks, the applicant shall be required to sign a waiver of City liability in case of injury during the test.

II. GENERAL (continued)

K. Persons are selected for employment pending results of any incomplete medical tests, background investigation, or verification of experience or other information furnished on the application. The formal appointment is not made until such results are completed.

L. Order of Hiring or Recall

1. Appointments shall be made from the categories delineated below in order of priority indicated.
 - a. Layoff call back within two years provided the person notifies the City every 120 days of availability, giving current address or a phone number. Failure to notify terminates call back rights. A record of each notification shall be placed in the personnel folder.
 - b. Transfer of an existing permanent employee.
 - c. Reinstatement within one year after resignation in good standing.
 - d. Existing eligibility list.
 - e. New eligibility list.

M. Categories of Employment

1. Permanent
 - a. Regular full time employee.
 - b. Has all rights and benefits of employment with the City.
2. Provisional
 - a. Temporary employee filling a permanent position.
 - b. For 90 days or until a new eligibility list can be provided and a permanent employee selected.
 - c. Terminated as soon as position is filled with permanent employee.
 - d. Termination for cause must state reason and be approved by City Administrator.

II. GENERAL (continued)

- e. Does not accrue City employee competitive service rights and benefits.

3. Acting

- a. A permanent employee who temporarily assumes the responsibilities of another, usually higher, position.
- b. Reverts back to original position when the replaced person returns or the position is filled.
- c. If the position is assumed for more than two work weeks duration continuous period, the employee in the acting capacity shall be paid at the rate of the position in which he or she is acting beginning with the first day of the third work week.

4. Part Time

- a. Work for less 1040 hours in a year or less.
- b. Paid on a hourly basis.
- c. Not competitive service.
- d. May be terminated when the position is not needed, without rights of permanent employee.

N. Classified and Unclassified Service

- 1. Classified Service (Competitive Service): Persons employed or appointed to approved, budgeted full time positions in the city table of organization are in the "Classified Service" and are entitled to all rights and benefits of employment.
- 2. Unclassified Service: Persons employed by the City who by reason of duties, hours worked, or method of selection, are not in the classified service of the City. These can include elected officers, City Administrator, appointed board and commission members. Contract employees, provisional (temporary) employees, and part time employees. Persons in the unclassified service may not have the rights and benefits of employment of the classified service and may be terminated at any time. However, a termination for cause requires approval of the City Administrator, and a statement of the reasons. (Refer to

II. GENERAL (continued)

Administrative Order 6.18, Employee Termination, and Form 1298, Employee Termination Notice.)

3. Employment is subject to the probationary period as defined in the Personnel Rules.

P. Applicant Screening and Certification

1. It is the responsibility of the Personnel Officer to screen and certify all candidates for employment.
2. Test scores, background information, and other data used to certify candidates will not be transmitted to Departments with certification lists.
3. Such data can, however, in special situations be made available to Directors upon special request to the Personnel Officer stating the reason the information is needed.

Q. Forms Used

1. Form 12104, Personnel Recruitment and Certification Request.
2. Form 1287, Certified Employment Eligibility by Ranking.
3. Form 1030, Employment Application.
4. Form 1286, Examination Identification Slip.
5. Form 1279, Application Information Record.
6. Form 1282, Employment Eligibility List.
7. Form 1052, Notice of Personnel Action.
8. Form 1053, Oral Interview Examination Form - General.
9. Form 1054, Oral Interview Examination Form - Supervisory /Administrative.
10. Form 1298, Employee Termination Notice.
11. Form 12106, New Employee Information Receipt.

III. PROCEDURE

A. Department

1. Assure that all requests for recruitment are supported

III. PROCEDURE

by approved budgeted items or external funding (State or Federal) and that the position class exists in the official city table of organization or classification plan.

2. Prepare and transmit to the Personnel Officer Form 12104, Personnel Recruitment and Certification Request to initiate the recruitment process. This form includes the following:
 - a. Title of the position and class code.
 - b. Number of vacancies.
 - c. Reason for the position vacancy.
 - d. Source of funding, account and program.
3. Approve employment announcement before circulation.
4. Receive the Certified Employment Eligibility List and the application, resume and reference letters for each qualified candidate.
5. Notify the Personnel Officer of the applicants chosen for final selection interview. The Personnel Officer will establish the interview schedule and notify the Department and the candidate of the time and date.
6. If the eligibility list contains less than three names, the Director may interview and select from that list. Or, he may at his discretion, without interview, request a new list. If the list contains three or more names and after interviewing all candidates listed the Director does not wish to select from that list, he must notify the Personnel Officer in writing of the reasons for failure to select and request that a new eligibility list be prepared. In such cases, the reasons for not selecting from an eligibility list must be compelling and clearly in the best interest of the City, and Personnel Officer approval must be secured.

B. Personnel Officer

1. Receive, review and verify Form 12104, Personnel Recruitment and Certification Request received from the Department.

III. PROCEDURE (continued)

2. If an active Form 1287, Certified Employment Eligibility by Ranking List exists, submit the list together with the application form and other required information to the Department.
 3. If an active Eligibility List does not exist:
 - a. Review Class Specifications to assure that they are current.
 - b. Prepare the job announcement. Submit the announcement to the Department Director for approval.
 - c. Assure that order of "Hiring or Recall" as cited in paragraph L herein is complied with.
 4. If recruitment is required to establish an eligibility list:
 - a. Publish the job announcement.
 - b. Assure that written examination is procured or prepared.
 - c. Schedule written, oral and performance examinations as needed.
 - d. Receive and review applications. Select the applicants who meet minimum qualifications. Notify accepted applicants of applicable examination schedule. Notify rejected applicants that they did not meet minimum requirements.
 - e. Complete Form 12104, Personnel Recruitment and Certification Request, including examination schedule dates; and return it to the affected Department.
 5. After examinations have been completed, prepare Form 1287, Certified Employment Eligibility by Ranking including eligible applicants, as determined by test results. Submit the Form to the Department Director including applications resumes and references.
- C. Upon notification from the Department of the applicant selected for employment, prepare Form 1052, Notice of Personnel Action, including employee name, job, class, salary or wage rate, and starting date, and:

III. PROCEDURE (continued)

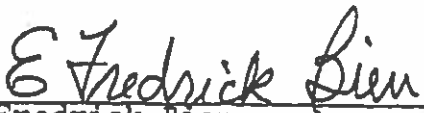
1. The signature of the Department Director.
 2. Signature of the Personnel Officer.
 3. Signature of employee.
 4. Provide a copy to the new employee and Department Director.
- D. Notify unsuccessful candidates by letter that the position has been filled.
- E. Schedule a time after the first day of reporting for work for the new employee to:
1. Sign his W-4 declaration form.
 2. Complete the retirement forms.
 3. Complete the life insurance enrollment card.
 4. Select and complete enrollment card for medical insurance.
 5. Complete long term disability enrollment card.
 6. Schedule day for issuance of employee identification card.
- F. Provide the new employee with:
1. Class Specification.
 2. Personnel Rules and Regulations.
 3. Employee Handbook.
 4. Grievance Procedure.
- G. Assure that the employee signs New Employee Information Receipt, verifying that the items cited in paragraph F have been received.
- H. Establish and maintain a personnel file for the new employee. Assure that all documents relating to personnel matters are filed in the individual personnel folder or in the appropriate special personnel file, and that access to personnel folders is restricted to authorized persons.

IV. EXCEPTIONS

Exceptions to this procedure shall be authorized by the City Personnel Officer.

V. AUTHORITY

By authority of the City Administrator.



E. Fredrick Bien
City Administrator

