



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-1 Effective Date: TBD

SUBJECT: **REQUESTING AND RECRUITING FOR PERSONNEL**

PURPOSE:

To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions within the classified service are filled in accordance with merit principles.

POLICY:

1. **Requesting Personnel** - Departments with a vacancy to fill shall complete and submit an online Requisition Form. The requesting department shall specify whether the recruitment will be internal (promotional) or open to both internal and external applicants. The department shall indicate any special conditions of employment such as shift work or need for second language proficiency. The requisition request shall be approved pursuant to the Position Control Policy.
2. **Recruiting for Personnel** - The Human Resources Department shall establish and maintain eligibility lists of qualified candidates to fill vacancies in a timely manner. If an eligibility list exists for the position requested, the Human Resources Department shall review the applications in conjunction with the hiring department. The Human Resources Department may post a job announcement to augment the qualified applicant pool when there is a need to expand the candidate pool to achieve greater diversity, prior experience and/or desired skill sets for the current vacancy.

The hiring department may request to terminate an eligibility list based on unsatisfactory skill sets of candidates on the eligibility list in such case a Request to Terminate Eligibility List may be submitted and must be approved by the Human Resources Director, or designee. Additionally, if an eligibility list has expired with remaining eligible candidates on the list, a Request to Extend Eligibility List may be submitted for Human Resources Director, or designee approval.

If no eligibility list exists, the Human Resources Department shall administer and coordinate the recruitment process working closely with the requesting department. A comprehensive recruitment plan will be developed to include the outreach/advertising strategy, length of job posting, and appropriate steps to assess competencies in compliance with the Testing, Certification and Eligibility Lists policy. All job announcements will be posted on the City's employment opportunities website and contain pertinent information about the position, such

as a brief description of the job functions, minimum and/or special requirements, compensation, and the position closing date.

An internal/promotional recruitment should take into consideration the availability of protected class employees possessing necessary skills to ensure a sufficient list of qualified candidates.

Completed online applications must be received by the Human Resources Department no later than the closing date and time indicated on the job announcement. The City shall not consider applications submitted after the posted closing date and time on the job announcement.

3. **Advertising and Outreach**

The City's job listings will be available in the Human Resources Department, on the City website, and on the Human Resources Jobline. The City shall provide an online job interest card for applicants to submit their area of interest and be notified via email when a position opens in an employment category that they selected.

The City may utilize other means of advertising job listings for recruitment purposes including but not limited to use of local and national newspaper advertising, professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. The use of additional advertising will be based on the needs of the department and for difficult to fill positions. All advertising will be placed by the Human Resources Department with costs funded by the hiring department.

The following advertising guidelines will be utilized to ensure broad reaching and cost effective recruiting.

- a. Local advertising – may be utilized for entry and journey level positions to increase outreach and to promote local hiring.
- b. Regional advertising – may be utilized for skilled and professional level positions in which advertising beyond the local labor market is necessary to generate a sufficient candidate pool (i.e. Los Angeles County, Orange County, and Northern California).
- c. National advertising – may be utilized for highly skilled, professional, management and executive level positions in which there may be a limited supply of highly qualified candidates locally and regionally, in order to attract the best qualified candidates and increase the candidate pool.

All recruitments and advertising efforts shall be in compliance with the City's Equal Employment Opportunity policy.

Forms:

1. Requisition Form – (Electronic for only, available on NeoGov system)
2. Request to Terminate Eligibility List
3. Request to Extend Eligibility List