



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-1 Effective Date: 11/12TBD

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 -

- 1.** Departments with ~~an opening for a new position or a replacement~~ a vacancy ~~to fill~~ shall complete and submit an online Personnel Requisition Form (P-1). The requesting department shall specify whether the recruitment will be internal (promotional) or open to both internal and external applicants. ~~Further, 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.

~~The City Manager's Office shall check position budgeting and the Human Resources Department shall verify position control.~~

2. Recruiting for Personnel -

- 2.** The Human Resources Department shall establish and maintain ~~and refresh, as needed, eligibility~~ lists of qualified candidates to ~~enable departments to fill vacancies in a timely manner. Human Resources staff will determine if~~ an existing eligibility list exists for the position requested and if so, will, the Human Resources Department shall review the applications in conjunction with the hiring department ~~contact the requesting department to review applications from the existing list. On occasion~~ The Human Resources Department may post a job announcement to ~~An existing list may be "refreshed" to augment the qualified applicant pool at the request of the department and concurrence by the Human Resources Director, or designee, 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 the 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 ~~shall~~ 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. ~~The~~ All job announcements ~~shall~~ will be posted on the City's employment opportunities website ~~for each recruitment (either promotional or open)~~, and ~~shall contain specify~~ pertinent data information about the position, such as a brief description of the ~~essential~~ job functions, the minimum and/or special requirements, compensation, and ~~any recruiting deadline~~ the position closing date.

~~The City of Riverside encourages promotion from within and recommends consideration of internal candidates first, as part of an open/outside recruitment process.~~ An internal/promotional recruitment should take into consideration the availability of protected class employees possessing requisite necessary skills to ensure a ~~diverse~~ 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 City shall will make every effort to provide the means by which notify interested and qualified candidates shall be made aware of when employment opportunities become available with the City of Riverside. The City will also 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. Each department shall assist the Human Resources Department by in developing and maintaining recruitment sources in accordance with State and Federal guidelines. This process shall occur without regard to race, religiousn creed, color, national origin, ancestry, age (40 or older), disability, medical condition, marital status, military and veteran status, sex (including, gender including gender identity, or sexual orientation, and pregnancy) or genetic information. Recruitments for classified positions willshall be carried out in accordance with merit principles.~~

~~The City of Riverside's job listings shall will be available in the Human Resources dDepartment, on the City website, and on the Human Resources Jobline. Completed on-line applications must be received by the Human Resources Department no later than the closing date and time and date indicated on the job announcement.~~

~~Other means of communicating the job opening to the public may be used, such as the 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. All advertising shall state that the City is an "Equal Opportunity Employer. Advertising costs and isare the financial responsibility of the requesting department.~~

The following advertising guidelines will be utilized to ensure broad reaching and cost effective recruiting. ~~All advertising will be placed by the Human Resources Department with costs funded by the hiring department. (When appropriate funding exists, the Human Resources Department may fund local advertising.) The guidelines may vary by the specific recruitment needs of each department taking into account such variables as uniqueness of position, equal employment opportunity, and past recruitment history. Departments shall will work closely with Human tohave a key role in assisting in the identification identify of appropriate sources to ensure a successful recruitment outreach approach.~~

1.a. Local advertising – may be utilized for entry and journey level positions to increase outreach and ~~when it is perceived that there is an ample supply of qualified candidates in the local labor market 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 n-richer extended~~ candidate pool (i.e. Los Angeles County, Orange County, and Northern California).

~~2.~~

3.c. National advertising – may be utilized for highly skilled, professional, management and executive level positions in which there ~~is~~ may be a limited supply of highly qualified candidates locally and regionally, in order to attract the best qualified candidates and ~~enrich extendincrease~~ the candidate pool.

~~4.—~~

All recruitments and advertising efforts shall be in compliance with the City's

Equal Employment Opportunity policy.

5. ~~Diversity advertising shall will focus on utilizing local and regional community networks, established formal and informal groups, newspapers and related resources, as well as networking to generate additional awareness and outreach related to the City's employment opportunities, specifically to enrich extend the applicant pool in areas in which the City's workforce demographics show deficiencies.~~

Forms:

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

Attachment:

~~Personnel Requisition Form (P-1)~~