



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Certification and Hiring Policy
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Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: CERTIFICATION AND HIRING POLICY

I. POLICY:

The Human Resources Director or designee shall certify candidates based solely on their qualifications.

II. DEFINITIONS:

A. **Candidate**: A qualified applicant who may be certified by the Human Resources Director or designee for consideration by the Hiring Official.

B. **Certification**: The process by which the Human Resources Director or designee certifies as candidates only those applicants who meet or exceed the minimum qualifications of the job specifications.

C. **Eligible List**: A list comprised of candidates eligible for certification. A list of at least three (3) or more candidates is considered an adequate eligible list. A hiring official must make a selection from the list or wait until the eligible list expires if there are at least six (6) candidates on the list.

D. **Hiring Official**: The Department Head or designee having the authority to make the hiring decision.

III. PROCEDURES:

A candidate may be appointment to a position in accordance with the established procedures:

A. Certification:

1. **Non-Promotional**: As necessary, the Human Resources Director or designee will certify candidates for selection

interviews for non-promotional vacancies.

- a) **Transfer/Reinstatement:** Upon request of the Hiring Official, a person on the transfer or reinstatement list may be certified ahead of or in conjunction with the names on the eligible list.
 - b) **Interviews:** The Hiring Official may interview candidates certified from the eligible list. The Hiring Official must interview, at a minimum, as many candidates as there are vacancies, and may proceed with interviewing up to all of the candidates that are on the list. The candidates may be selected for interview in non-sequential order. Hiring Officials are responsible for being consistent and equitable in interviewing candidates.
2. **Promotional:** As necessary, the Human Resources Director or designee will certify candidates for selection interviews for promotion.
- a) **Promotional Referral:** For a City-wide or departmental promotional-only list, the Human Resources Director shall certify the five (5) highest total-scoring candidates for a vacancy, as authorized by rule, for selection interviews.
 - b) **Limited Referral:** From an original eligible list, the Hiring Official may request to interview only employees serving within their department or City-wide.
 - c) **Interviews:** The Hiring Official must interview candidates on the list in sequential order. The Hiring Official is responsible for being consistent and equitable in interviewing candidates.
3. **Unclassified Appointment:** As necessary, the Human Resources Director or designee will provide to the Hiring Official the names of applicants in "Date Received" order. An applicant must be certified by the Human Resources Director before a job offer can be made.
- a) **Interviews:** The Hiring Official must interview, at a minimum, as many candidates as there are vacancies, and may proceed with interviewing up to all of the candidates that are on the list. The Hiring Official may proceed with interviewing applicants in non-sequential order, and may make a recommendation for hire, from the submitted applications. Hiring Officials are responsible for being consistent and

equitable in interviewing candidates.

B. Hiring Process:

1. **Scheduling Interview:** A candidate selected for interview will be notified by the Human Resources Department of the Hiring Official's request to interview the candidate. The candidate will be provided twenty-four (24) hours to respond to and contact the Hiring Official to schedule an interview. Failure of the candidate to respond to the request within twenty-four (24) hours will result in the Hiring Official proceeding with another candidate on the list.

2. **Selection of Candidate:**
 - a) **Job Offer:** The Hiring Official will submit a recommendation for each proposed offer of employment to the Human Resources Director. The Human Resources Director or designee will make all offers of employment unless alternate arrangements have been made with the Hiring Official.

 - b) **Acceptance of Job Offer:** A selected candidate will be notified by the Human Resources Director or designee of a job offer. A selected candidate will be allowed twenty-four (24) hours to accept or decline the offer. Failure of the candidate to respond to the job offer within twenty-four (24) hours may result in the Hiring Official withdrawing the offer and proceeding with selecting another candidate, and may result in the removal of the person from an eligible list.

 - c) **Revocation of Acceptance of Offer by Candidate:** A candidate who accepts a job offer and then subsequently revokes the acceptance may be removed from the eligible list.

 - d) **Non-Selection of Candidate:** Upon the conclusion of the selection process for classified positions, the Human Resources Director or designee will notify non-selected candidates that they were not selected.

 - e) **Selection of Alternate Candidate:** If the selected candidate declines or does not respond to job offer as established by this policy, the Hiring Official may make another selection from the eligible list.

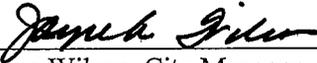
f) **Pay Above Entry:** A starting salary above the entry rate may be approved by the Human Resources Director or designee, not to exceed the top of the third quartile of the pay range. A Pay Above Entry may be approved when the following criteria has been satisfied:

- (1) The position to be filled requires specialized training, experience, or knowledge which is scarce or in high demand.
- (2) The selected applicant has the education, experience, or training directly related to the position, which substantially exceed the minimum qualifications for the position, or which are at a level comparable to the position sought.
- (3) The position is difficult to fill as evidenced by the failure to fill the position at the entry rate.

C. **Instructions:**

1. **Removal:** Candidates who refuse an interview or job offer or who are not selected for a position, for a cumulative total of three (3) or more times, may be removed from the eligible list.
2. **Cancellation:** At any time after a candidate has been certified, the Hiring Official may elect not to hire and the certification will be cancelled, and the eligible candidates will be notified.
3. **Duration of Eligible List:** Eligible lists other than reinstatement and transfer lists will normally expire six (6) months from the date they are certified unless extended by the Human Resources Director.

APPROVED BY:



Joyce Wilson, City Manager



Date