

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Recruitment	Number: 22-14
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Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: The City of Red Bluff is committed to ensuring the methods and techniques used in the recruitment process are effective in attracting the most qualified individuals possible for employment consideration.

Applicable to: All employees

Guidelines: All regular positions and part-time/seasonal positions, except emergency appointments, shall be filled by persons who have participated in the recruitment process.

Prior to starting a recruitment, Department Heads and the Human Resources Department shall review the classification specification to verify that it accurately represents the essential functions and qualifications of the position. If no revision is necessary, Human Resources may move forward with the recruitment process. If a revision is necessary, the department head shall request to revise the classification specification in accordance with AP&P 22-18: Allocations & Classifications. If the revision is approved by the City Council, the department may then begin the recruitment process.

To begin the recruitment process, a Department Head must have an open allocation for a position. If there is no vacancy within the department's allocated positions, or if a position is expected to become vacant but the employee has not vacated the position, a recruitment may only be conducted to establish an eligibility list.

A Department Head and Human Resources may hire part-time/seasonal employees without approval by the City Council if there are available funds appropriated. However, a recruitment must still be completed.

Types of Recruitment

The determination of the type of recruitment to be conducted shall be made by the department head or their designee with approval by Human Resources. When a position is promotional in nature, the recruitment and selection process may be limited to City or departmental employees.

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- Open Recruitment - This is a general recruitment and is open for anyone to apply. This is the basis upon which most vacant positions are posted.
- Promotional City Recruitment - Open to current City of Red Bluff employees who meet the minimum qualifications of the position.
- Promotional Departmental Recruitment - Open only to employees within the department in which the vacancy exists, and who meet the minimum qualifications of the position. This type of recruitment must be approved by the Human Resources Department.

Promotional recruitments are not allowed if a current employment list exists for the classification within that department. Exceptions may apply with approval from the City Manager.

Recruitment Request

To fill a vacant position, or recruit to establish an eligibility list, the department must submit a request to the Human Resources Department via email.

The request shall include the following:

- Department.
- Classification title.
- Job type (full-time, or part-time seasonal).
- Type of recruitment (Regular, Promotional City Recruitment or Promotional Departmental Recruitment).
- Number of vacancies (not applicable for eligibility list recruitments).
- Desired closing date.
- Any supplemental information to be added to the recruitment.

Job Posting

After a recruitment request has been submitted, the Human Resources Department shall create a job posting.

Job postings and advertisements may not contain requirements for any specific knowledge, abilities, education, experience, etc., which are not specified in the classification specification. However, desirable knowledge and abilities or ideal candidate language may be included. Job postings must include the following:

- Classification title.
- Wage.
- Any special requirements, i.e., licensing certification, etc.
- Minimum qualifications.
- Example of duties.
- Notice that an eligibility list may be established.

Job Postings

Following a request by the department, the Human Resources Department shall open the job posting on the City's recruitment website.

Announcements of the job posting shall be sent via email to the City staff as well as fliers placed in the lobby of City Hall. Promotional Departmental Recruitment announcements shall be sent to the department in which the vacancy exists.

Job fliers shall be posted in an area easily accessible to or circulated among departmental employees. The purpose of this procedure is to afford City

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employees an opportunity to apply for vacant positions. An application for employment does not ensure any rights to the position.

A job posting must be posted for a minimum of ten (10) calendar days prior to interviews being conducted. Due to the possibility of a potential candidate having questions or experiencing technical difficulties with the recruitment website, job postings shall not close on a weekend or holiday.

To ensure job postings are current and competitive, continuous recruitments will be reviewed by Human Resources and the Department Head, or their designee every ninety (90) days. The posting shall state "Open Until Filled" and remain open until the department requests the position be closed or when the vacancies have been filled.

Advertisement

Various methods of media publicity may be used to bring notice of vacancies to as many qualified persons as possible. Publication of advertisements shall not be scheduled until the Human Resources Department has opened the approved job posting on the recruitment website.

A department may use paid advertisement to promote job announcements, at the expense of the department.

The Human Resources Department may assist a department with an advertisement plan.

Application Process

No applications shall be accepted after the recruitment has closed.

Applicants must submit a separate application for each position for which they are applying. All applications must be submitted via the recruitment website. Should a paper application be accepted by the department, the application must be manually entered by Human Resources into the online hiring software system after the applicant has created a profile.

To allow a comprehensive review and evaluation of an applicant's qualifications, an application must be completed in sufficient detail. Incomplete applications may not be considered. Applications not including satisfactory evidence of certification, registration, license, or educational attainment where such requirement is stated in the classification specification/job posting, may not be considered.

All applications must be completed and signed (may be electronically signed) by the applicant.

Applications must include:

- The applicant's name, address, and personal data.
- The applicant's work background.

Extended Recruitment

If there are three (3) or fewer qualified applicants for a recruitment, a department may request an extension. Such requests shall be submitted to the Human Resources Department prior to the closing date of the recruitment. A job posting

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may only be extended once. If the extension is unsuccessful, the department should consult Human Resources.

In the event of an extension, Human Resources shall notify all current applicants of the extension and the new closing date.

Failed Recruitment:

Should a department be unable to obtain any qualified candidates during the recruitment process, the department shall consult with the Human Resources Department to determine other methods of recruitment, and/or determine if a revision of the classification specification is necessary.

To determine whether a recruitment has failed, a department will have completed the following and found no qualified candidates:

1. Open the job posting two consecutive times or extended a job posting.
2. Advertised the position on multiple advertising platforms.
3. Evaluated all applications received during the recruitment period (See AP&P 22-15: Screening, Interview & Eligibility List Process).
4. Interviewed applicants that meet the minimum qualifications.

In cases when the need exists to recruit and hire employees whose skills, professional licenses, professional degrees, or certifications by law are in such demand that the City of Red Bluff wages attract no qualified candidates, the department head shall consult with the Human Resources Department and the City Manager. In an effort to obtain qualified applicants for such positions, the Human Resources Department may conduct a classification study and/or a salary survey.