

Job Posting Policy

- 1.0 POLICY STATEMENT:** The City has established a job posting program to insure that all employees are given equal opportunity for job advancement. The purpose of the program is to provide an effective method of communication to employees of specific job openings within the city government.

- 2.0 PROCEDURES:** The intention of the City to give first consideration to current employees with the skills and qualifications when filling job vacancies that are available, completion of the application for a position is not a guarantee of selection and outside applicants will be considered at the discretion of the department head. Filling these vacancies will be made without regard to age, race, color, religion, sex, national origin, handicap or status as a disabled veteran or Viet Nam Era Veteran except where age and sex are essential, bonafide occupational requirements, or where a handicap is a bonafide occupational disqualification.
 - 2.1 All job vacancies will be posted at all city designated location bulletin boards.
 - 2.2 Job vacancies will be posted for five working days.
 - 2.3 An employee may apply for a job vacancy by completing a city employee application (Form HR 181-01). This application shall be submitted to the Human Resources Department for consideration.
 - 2.4 The employee should notify his/her current supervisor of the intent to apply for the position.
 - 2.5 Applications for the posted position vacancy are accepted for only one specific job opening. To be considered for another job vacancy an additional application must be completed and submitted.
 - 2.6 The Human Resources Department and the department head will consider only those who have completed and submitted the application. (a resume or work history may be attached).
 - 2.7 The Human Resources Department and the department head will review the application for the posted vacancy to determine if the applicants meet the minimum qualifications of the position.
 - 2.8 Candidates who meet the requirements of the position will be interviewed by the Human Resources Department and/or by the supervisor for the position being

posted. These interviews will be scheduled by the Human Resources Department and will take place as soon as conveniently possible following the posting closing date listed on the job vacancy posting. Consideration will be given to employees on the basis of performance, ability and skills, physical fitness required to perform job, attendance and safety record, experience and training, education and willingness to learn.

- 2.9 The supervisor and department head will indicate, in writing, the individual selected to fill the position to the Human Resources Department. The Department of Human Resources will notify all applicants in writing that they were or were not selected.
- 2.10 An employee that is interviewed and selected into a position with a pay level that is the same or lower than the employee's current position shall be on the standard probationary period, but will not be entitled to a performance merit increase any sooner than one year from the date of the transfer to the same or lower pay level.
- 2.11 If the candidate chosen to fill the vacancy is in another department within the city government Human Resources will negotiate between the two departments affected as to effective date of transfer. This will be documented on a personnel action form for departmental approval and forwarded to the City Manager for final approval.

3.0 RESPONSIBILITY: The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 09/25/1995

