



CITY OF VISALIA PERSONNEL POLICY
Policy #104
Recruitment and Selection

I. PURPOSE

This policy establishes the recruitment and selection methods used for City employment.

II. POLICY

The methods used in the recruitment and selection of City employees shall be competitive, impartial, and of a relevant nature so as to fairly measure the ability of applicants to perform the duties and responsibilities of the position to which they seek appointment. With the exception of At-Will positions, regular allocated positions will be filled as provided in this policy. Appointments shall be made with the objective of obtaining the best qualified person available who, in the judgment of the appointing authority, will best meet the needs of the Department. All recruitments for regular allocated positions will be conducted by the Human Resources Division. At-will positions shall not be subject to this policy.

III. RECRUITMENT

A. Requisition

A Department Head shall request to fill a current or anticipated vacancy of a regular allocated position by submitting a personnel requisition to the Human Resources Division. Personnel requisitions must be approved by the City Manager. Positions will be filled in accordance with this policy.

B. Recruitment

If no eligible list exists for the vacant position, or an existing list does not meet the needs of the department, a recruitment will be conducted. The Human Resources Division, in conjunction with the requesting department, will determine the type of recruitment conducted. Types of recruitments include:

1. Open Recruitment: Open recruitments are general recruitments for which any person meeting the qualifications of the position may apply.
2. Continuous Recruitment: Continuous recruitments have no fixed filing deadline; they are of sufficient duration to assure the City's applicant needs are met. They are general recruitments for which any person meeting the qualifications of the position may apply. A continuous recruitment may be closed at any time.
3. Promotional Recruitment: Promotional recruitments are limited recruitments. Applicants must be currently employed with the City in a regular, probationary or contract status. Hourly employees or those working for the City through an authorized temporary agency who have been employed on a continuous basis for a minimum of three (3) consecutive months preceding the final filing date are eligible to apply. Individuals who have been laid off and whose name is on an active re-employment list are also eligible to apply.



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4. Joint Recruitment: When it is deemed in the best interest of the City, the Human Resources Division may participate in a joint recruitment process with outside agencies. In this process applicants participate in one application and selection process for hiring consideration by multiple agencies.

When it is anticipated that the applicant group will be large in relation to the anticipated vacancies, the Human Resources Division may restrict any of the recruitments listed above to limit the size of the applicant group.

The Human Resources Division may postpone, cancel, extend or otherwise modify any recruitment efforts.

C. Job Announcement

The Human Resources Division will publicize all recruitments for regular allocated positions by posting the job announcements on official City bulletin boards and on the City's website for the duration of the filing period stated in the announcement. The recruitment will be given other publicity as necessary to attract a sufficient number of qualified candidates to compete in the selection process.

The job announcement shall include information pertinent to the job duties and requirements as approved by the Human Resources Division and appointing authority. Announcements for other than continuous recruitments, will specify a filing period of at least five (5) calendar days and shall state a final filing date.

IV. APPLICANTS AND APPLICATIONS

A. Filing of Applications

1. Applications for employment shall be submitted as prescribed on the job announcement in a form or format acceptable to the Human Resources Division. Unless otherwise specified on recruitment announcements, resumes will not be accepted in lieu of the required application. Applications will be accepted only during the posted recruitment filing period for that position.
2. Applications must be completed in full. It is the responsibility of applicants to demonstrate that they meet the minimum requirements for the position. The applicants shall certify to the correctness of all statements made on the application. Knowingly providing false or incorrect information on an application is grounds for disqualification from the recruitment process and/or immediate discipline, up to and including termination of employment attained at any time after the application has been filed.
3. A separate and complete application is required for each recruitment unless otherwise specified in the job announcement. Applications, whether accepted or rejected, are the property of the City of Visalia and will not be returned.
4. Applications must be received by the Human Resources Division no later than the closing time of the filing period posted in the job announcement.



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5. The application deadline may be extended by the Human Resources Division as circumstances warrant.
6. Prior to the examination the Human Resources Division may, at its sole discretion, permit an applicant to amend an already filed application.

B. Qualification of Applicants

Applicants must meet the minimum requirements stated in the recruitment announcement. Applicants may be required to submit evidence of education, training, experience, special licenses or qualifications. The most qualified applicants in terms of knowledge, skills, and abilities, as stated in the recruitment announcement will be invited to participate in the selection process.

C. Rejection of Applicants

The Human Resources Division may reject an applicant for reasons including but not limited to:

1. The applicant does not meet the minimum qualifications as prescribed in the job announcement.
2. The applicant has failed to submit an application or related employment information correctly and fully or within the prescribed time limits.
3. The applicant does not meet the legal requirements as set forth in Federal, State or County law.
4. The applicant has made false or misleading statements of material fact on the application.
5. The applicant is a relative of an employee, and is subject to the limitations set forth in the City's Employment of Relatives Policy
6. The applicant has been dismissed for cause or resigned to avoid such dismissal from a position in public or private employment similar to the position applied for in the City.
7. The applicant has resigned while not in good standing, has been discharged for cause, or has abandoned any position in the City service.
8. The applicant has been convicted of a crime which is substantially related to the qualifications, functions or duties of the position for which application is made.
9. The applicant is not eligible under the provisions of these Policies.
10. The applicant is guilty of conduct not compatible with City employment.



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11. The applicant has not sufficiently satisfied the City's requirements for consideration of employment as determined by the Human Resources Division.
12. The applicant has previously applied for a position with the City in the previous twelve (12) months and failed to pass the prior employment exam, background screening, medical examination, psychological examination or drug/or alcohol screening or refused to fully cooperate or permit a complete background check.
13. For other good cause, as determined by the Human Resources Division.

When an application is rejected, a notice of such rejection with a statement of reason shall be provided to the applicant by the Human Resources Division.

D. Appeal of Disqualification

An applicant has ten (10) days from the date the rejection notice is provided to appeal the rejection or disqualification to the Human Resources Division. The Human Resources designee will review the appeal and affirm the rejection or reinstate the applicant. The decision of the Human Resources Division is final.

V. EXAMINATION

An examination is a reasonable and impartial method of systematically and fairly evaluating an applicant's qualifications. Examinations are based on job-related requirements. Examinations will be used to determine the eligibility of applicants for employment and, when appropriate, their ranking on eligible lists.

All regular allocated positions will be filled by persons who have qualified through a job-related competitive process, except as otherwise provided by these Policies.

A. Content and Type of Examinations

The Human Resources Division has the responsibility for determining the content and method of administration of examinations. An examination may consist of any combination of job related processes including but not limited to application review, performance tests, written tests, structured interviews, and application rating. It may also include tests of ability, physical fitness, medical and mental fitness, knowledge, skills and abilities to perform the job. Examinations will be related to the knowledge, skill, and abilities required of the position.

The content and combinations of tests to be used, the weights assigned to each test, and the pass points or minimum qualifying score for examinations will be determined by the Human Resources Division.

B. Exam Administration

The Human Resources Division shall schedule examinations as necessary to fill existing or anticipated vacancies. Applicants will be provided an examination notice designating the time and place required to appear. The applicant may be notified in person, by mail,



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email, or by telephone. If an applicant is unable to appear at the time or place designated, the Human Resources Division, at its sole discretion, may arrange an alternate examination day and/or time. The administration of an examination, or any part thereof, may be postponed or cancelled at any time. Late admission to any examination is at the discretion of the examination proctor.

C. Reasonable Accommodation

The Human Resources Division will provide reasonable accommodation to qualified individuals with disabilities in the examination process.

D. Modification of Examination

The Human Resources Division may modify the examination process as listed on the examination announcement. If there are ten (10) or fewer qualified candidates in any part of the examination process, subsequent parts of the current examination may be modified or bypassed at any time and certification of the remaining candidates made, provided that the appointing authority interviews all those certified.

E. Time Off to Take Examinations

When employees of the City are candidates for examinations administered by the City, the employees shall be granted necessary time off from their normal duties to take such examinations. Time off granted for examination purposes shall be with pay for probationary or regular status employees. Employees participating in examinations while off duty are not paid for attendance.

F. Examination Security

Any candidate who receives or gives unauthorized assistance designed to aid a candidate in the examination process will be disqualified from the examination and may be barred from future examinations. Examination material shall not be removed by applicants from the examination area. Photo identification with a signature may be used as a positive means of identifying applicants.

G. Examination Scores and Notification

The examination may be composed of one or more tests which are scored independently or jointly with weights assigned to each test representing relative value, importance, or other technical considerations. The examination may include tests which are qualifying only. The Human Resources Division has sole discretion in determining the passing score for each examination. Applicants shall be placed on the eligible list in accordance with their final score. The Human Resources Division will provide notification of examination results to each applicant.

H. Retesting

Except for equivalent forms of the same tests, applicants may take the same test only once within a six-month period. When an applicant takes a second examination within



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the said six-month period, scores of any identical test parts shall be transferred from the first examination to the second. Scores for identical written tests or parts thereof made by an applicant within a one-year period may be transferred from one examination to another. The Human Resources Division has the sole discretion to waive these restrictions when warranted.

I. Correction and Review of Examinations

Prior to computing scores, test questions on written examinations may be deleted by the Human Resources Division on the basis of administrative or clerical errors, incorrect keying, and/or valid objections made by applicants to the Human Resource Division within five (5) calendar days following the written examination.

A candidate may discuss performance on an examination with the Human Resource Manager within ten (10) calendar days after the date of mailing of the examination results. Exam material is confidential and candidates are not allowed to review examination material contents.

Any error in computation, or incorrectly scored test answers that are called to the attention of and confirmed by the Human Resources Division will be corrected and the final score will be adjusted accordingly. Such corrections will not invalidate appointments previously made.

J. Appeal of Examination Results

Appeals may be made by applicants on any part of an examination. Appeals must be received by the Human Resources Division within ten (10) calendar days after the date of mailing of examination results. The Human Resources Division shall investigate the circumstances surrounding the appeal and take appropriate administrative action within fifteen (15) business days to resolve any complaints.

VI. ELIGIBLE LISTS

An eligible list is an arrangement of applicants for City employment or promotion who are qualified as a result of a recruitment and/or examination process or as otherwise provided in these policies.

A. Types and Duration of Eligible Lists

Open: The names of applicants successful in open recruitment examinations will be placed on the general eligible lists for the job classification examined. Open eligible lists are normally valid for a period of six (6) months to one (1) year from the date the list is established.

Promotional: The names of applicants successful in a promotional examination will be placed on a promotional eligible list for the classification examined. The promotional list is normally valid for a period of one (1) year from the date the list is established.



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Reemployment: The reemployment list for each classification consists of the names of employees and former employees having probationary or regular status who have been laid off or whose positions have been reallocated as a result of reorganization or reclassification. Such list shall take precedence over all other eligible lists. The reemployment list is established for a period of two (2) years from the effective date of layoff. Employees shall be recalled from the reemployment list in accordance with Policy #119 Reduction in Workforce.

Rehire: An employee who obtained regular status and has resigned in good standing, with a break in service exceeding six (6) months but less than two (2) years, may request in writing that the Human Resources Division place his/her name on the rehire list for the classification in which he/she previously held status. Individuals on the rehire list may be considered for rehire to City employment up to two (2) years from the date of his/her separation.

Reinstatement: A probationary or regular employee who has resigned in good standing or who took a voluntary demotion, may within six (6) months following the effective date of resignation or demotion, request in writing that the Human Resources Division place his/her name on a reinstatement list for the classification for which he/she previously held status. An individual on the reinstatement eligible list may be considered for reinstatement to City employment for up to six (6) months from the date of his/her separation.

Transfer: A probationary or regular employee may request in writing to the Human Resources Division to be placed on the transfer list. An employee may request to transfer to the same or similar job classification which is closely related to and comparable in duties, minimum qualifications, and salary to his/her current position as determined by the Human Resources Division. Transfer lists are established for a period of one (1) year from the date the request is made.

B. Termination of Eligible List

When, in the opinion of the Human Resources Division, an eligible list does not meet the needs of the City, the list may be abolished and a new recruitment opened. All eligibles affected by this action shall be notified and invited to apply for the new recruitment.

C. Extension of Eligible List

Eligible lists may be extended by the Human Resources Division provided that the total duration of the list does not exceed two (2) years.

D. Merging of Eligible Lists

If the tests used in the examination process involve the same content and format, two (2) or more active eligible lists for the same class may be merged by the Human Resources Division. The names of all eligibles affected will be listed in rank order of final examination score. If the name of an eligible appears on more than one of the lists involved, only that person's highest score shall be considered. If successive eligible lists for the same class are not merged, the oldest list shall precede the newer one(s).



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E. Removal of Names from Eligible Lists

The Human Resources Division may remove the name of any person appearing on an eligible list for reasons including, but not limited to:

1. The eligible has been hired from the list.
2. The eligible on a promotional or transfer list has separated from City employment.
3. The eligible has been certified two (2) times and has not been selected.
4. Who fails to appear for a scheduled job interview.
5. Who declines an offer of appointment to the class for which the list was established.
6. Who without suitable explanation, does not report to or communicate with an appointing authority or the Human Resources Division within three (3) working days of being mailed a notice to do so.
7. For whom valid departmental objection has been made by the appointing authority.
8. Who fails to submit to, or pass the qualifying medical examination or background process required by these policies.
9. Who refuses to execute the oath of office as prescribed by law.
10. Who has requested to have their name removed from an eligible list.
11. For any cause in these Policies deemed sufficient for disqualification of application or dismissal from City service.

All persons whose names are removed from the eligible list for cause have the right to file an Appeal to the Human Resources Division.

F. Restoration to Eligible Lists

When the name of a person has been removed from an eligible list, it may be restored to the list when the Human Resources Division deems that there is good cause for such action.

G. Inactive Status

A person whose name is on an eligible list may request in writing that his/her name be placed inactive, after which time the Human Resources Division will not certify that name for hiring consideration. Such person may have his/her name restored to active status on the eligible list by making request at any time before the list expires.

VII. CERTIFICATION



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Certification is the process whereby applicants on eligible lists are referred to the appointing authority for a hiring consideration. The Human Resources Division will certify persons on the appropriate eligible list in accordance with the provisions of these policies. All persons certified will be given the opportunity to be interviewed and considered.

A. Appropriate Eligible List

If a valid reemployment list exists for the job classification, it will be used to fill the vacancy. If no reemployment list exists, the Human Resources Division will determine the appropriate eligible list or combination of eligible lists to use for certification based on the classification of the position and/or special qualifications required to perform the duties of the position, and the eligible lists available.

B. Certification of Eligible Candidates

If a promotional or open eligible list is to be used, the Human Resources Division shall certify the top five (5) available candidates to the vacancy. For each additional vacancy, the number of candidates to be certified shall be increased by three (3) additional candidates. If any other candidates have the same score as the last candidate to be certified, then they shall also be certified to the vacancy. The specific number of candidates to be certified shall be determined by the Human Resources Division.

In addition to, or in lieu of, a certification of names from an open or promotional eligible list, an appointing authority may request certification of any or all eligible candidates on rehire, reinstatement, and/or transfer lists.

C. Selective Certification

Whenever the possession of a skill, knowledge, or ability, including bilingual ability, will enhance efficiency or promote better public service, the Human Resources Division may restrict certification to those persons who possess such skill, knowledge, or ability, providing that the basic classification requirements have been met.

D. Insufficient Names on an Eligible List for Certification

When an eligible list contains fewer than five (5) available names, the appointing authority may elect to make an appointment from those certified, accept certification of additional names from another appropriate eligible list, or request a new recruitment.

E. Alternate Certification

Whenever there is no eligible list for a job classification, or whenever it is in the best interest of the City, the Human Resources Division may certify names to vacancies from the eligible list of a related class provided that the required qualifications of the related class are sufficiently similar to those of the class in which the vacancy exists. The names of the persons thus certified shall remain on the eligible list on which their names were originally placed.

F. Department Objection to a Name on a List Certification



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The appointing authority may file written objection to any person certified. Such objection shall contain the reasons for the department's rejection, and the objection shall be sustained only with the approval of the Human Resources Division.

G. Notification to Eligible Candidates

The Human Resources Division will notify applicants whose names have been certified regarding the person(s) in the department to contact for a pre-employment interview.

H. Failure of an Eligible to Accept or Report

If upon certification, an eligible declines to interview, neglects to report to or communicate with an appointing authority within five (5) calendar days after the mailing of a notice to do so, rejects an offer of employment, or is otherwise removed from the eligible list, the name of the next available person on the eligible list may be certified.

I. Effect of Removal, Withholding, or Restoration

The removal or withholding of a name shall automatically advance all of the names below it on the eligible list. Restoration of a name to the list shall not affect an appointment from any certification made before such name was restored or added.

J. Emergency Appointment

When no eligible list exists, the City Manager may make an emergency appointment.

K. Veteran's Status

When all other qualifications are identical, the position will be offered to the veteran.

VIII. APPOINTMENT

An appointment is the offer and acceptance of a job made in accordance with these Policies and the laws governing same. It is the policy of the City of Visalia to hire all employees in accordance with the City's Equal Employment Opportunity Policy.

Final appointments may be made only after successful completion of a hiring interview, reference check, criminal history check, pre-employment drug screen, verification of employability, post-offer medical and/or psychological evaluation and other required background investigation.

A. Types of Appointments

1. Regular Allocated Positions - All regular allocated positions, shall be filled by appointment from an appropriate eligible list and the appointee shall be required to successfully complete the required probationary period, except as otherwise provided in these Policies.



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2. Acting Appointment to Regular Positions - Temporary appointments may be made to a regular allocated position on an acting basis. When a position is vacant for an extended period during the recruitment process or due to a leave of absence, the Department Head may, in consultation with the Human Resources Division and with City Manager approval, designate an employee to temporarily serve in an acting capacity. Additional compensation for an employee so designated may be authorized during the duration of the appointment in accordance with out-of-class pay provisions of Policy #201 and/or a Memorandum of Understanding.
3. Interim Appointment to Department Head or Manager Level Positions – Temporary appointments may be made to a regular allocated position on an interim basis. When a department head or manager level position is vacant for an extended period of time during the recruitment process or due to a leave of absence, the City Manager may, in consultation with Human Resources, designate an individual to temporarily serve in an interim capacity. The individual so designated shall receive a compensation amount not to exceed the regular rate of pay for that position.

B. Suspension of Competitive Recruitment and Examination

The City Manager may authorize the appointment of a person of recognized qualifications without examination when the particular scientific, professional, specialized character of a position, or emergency situation is such that competition is deemed by the City to be impractical.

C. Oath of Allegiance

No appointment shall be completed until the applicant has subscribed to an oath of allegiance or affirmation as required by the State Constitution and the Government Code and such oath or affirmation shall constitute written agreement to be bound by these Policies.

D. Public Safety Response Time Requirement

All Fire Department and Police Department personnel working in classifications for which safety membership in the Public Employee's Retirement System is required, shall reside within a radius of forty (40) minutes commuting distance from the main fire or police station.

1. All personnel appointed shall meet the above described limits within one (1) year from the date of their appointment.
2. The City Manager is authorized to grant exceptions to the above requirements, as to either distance or time, if in his/her judgment, there are extenuating circumstances which warrant such exceptions.

IX. ORIENTATION

Employees will participate in a new employee orientation session coordinated by the Human Resources Division and the employees' department. Information provided to employees will include:



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- Clarify the individual's role in the organization and department;
 - Provide information needed to become acquainted with the work and with the City.
 - Provide information regarding benefits associated with employment.
 - Provide the rules, regulations and policies that must be adhered to by all employees.
-