



**HUMAN RESOURCE
POLICIES AND PROCEDURES**

Policy:	Recruitment and Selection	
Date: August 4, 2006	Revision Date: March 29, 2020	Approved by: Human Resources

I. POLICY STATEMENTS

It is the policy of the District to appoint the best of the qualified applicants for each position without regard to race, religious background, color, national origin, ancestry, disability (including HIV and AIDS), medical condition (including cancer), or marital status, veteran status, political affiliation, genetic code, worker’s compensation record, pregnancy, sexual orientation, gender or age (40+). The General Manager or designee shall establish selection procedures, which shall ensure the employment of the best-qualified applicants, including such factors as job related education, experience, skills, and knowledge.

Further, it is the policy of the District to first consider qualified existing employees before considering the employment of new employees to fill position vacancies.

Exercise of the District’s values of honesty and integrity are paramount to the effective recruitment and selection of quality employees. At all times the process must be perceived as fair, straightforward, and non-discriminatory. The outcome of the selection process should never be assumed or announced until the process is complete and all approvals are received. Selection announcement will generally be made by the Human Resources Management staff to ensure that all candidates are informed of the results. Exceptions must be approved by the Director of Human Resources or designee.

Violation of any aspect of this policy may result in the selection process being nullified and the involved individuals made subject to the disciplinary process.

II. PROCEDURE

The following procedures are established to implement District policy:

A. Initiating Recruitment Process

A requisition approved by the General Manager authorizing the creation of a new position or the filling of a vacant existing position must be received by the Human Resources Department (HR) to initiate any recruitment process.

The requisition requires the requesting department to develop the selection criteria against which applicants will be assessed, the weight of each selection factor and the type of assessment or testing that will be used to evaluate applicants. Selection criteria shall

be job related and consistent with the education, knowledge, and experience/skills identified within the current job description.

B. Job Flyer

Before developing the job flyer, the job description is reviewed by the requesting department to ensure it is up to date. If significant changes are necessary, see Classification and Compensation Policy and Procedure.

The job flyer will describe the specific vacant position(s) being recruited. It will also contain the selection criteria against which applicants will be assessed, the weight of each selection factor and the type of assessment or testing that may be used to evaluate applicants contained in the requisition form.

Once the selection criteria are determined and the job flyer is distributed, the selection criteria may not be changed. Depending on the number of applicants, the selection process used to evaluate applicants may be shortened but no additional evaluation steps can be added

C. In-house Recruitment

The completed job flyer will be posted at all established in-house posting locations for five working days and only eligible employees may submit applications during this time. This will be an in-house posting. At the end of the five working-days posting period, all applications received will be assessed through the stated selection process. Some applicants may be screened out at various steps in the process. Written notification to applicants not progressing to the next step in the selection process will contain information identifying the reason(s) the applicant is not being considered further. Once the established selection process is complete, any selection will be based upon the results of the assessment criteria. The assessment criteria shall include the employee's past performance in previous position(s) with the District.

All in-house recruitments will result in one of the following: (a) existing employee candidates being selected to fill the vacancy, (b) notified why they will no longer be considered for the current vacancy, or (c) notified that they are eligible to be considered with external candidates. The in-house recruitment must be completed before an external recruitment is started.

Any changes to the classification being recruited (i.e., filling the position at a lower classification, a wage adjustment to the classification, etc.), will require a new in-house recruitment.

In some recruitments an in-house eligibility list may be established (the ranking of candidates who would be eligible for hire if another position were to become available within two months). If the position had been posted in-house within the previous two months, the first candidate on the eligibility list may be selected without having to post the position again.

D. External Recruitment

If no currently eligible District employee applicant is selected applicants from outside the District may be considered. The same selection process established on the requisition form to assess existing employees will be used to assess applicants from outside the District.

Eligible employees who did not apply during the in-house recruitment process may also be considered during the external recruitment process and will be evaluated along with the external candidates. Current employees who were notified that they would continue to be considered would do so along with external candidates.

Upon acceptance of an offer of employment, the District may obtain summary criminal history information and local criminal history information, per the California Penal Code, for the sole purpose of determining whether or not applicants have been convicted of a crime which would impede their ability to perform the job for which they are applying.

In some recruitments an outside eligibility list may be established (the ranking of candidates who would be eligible for hire if another position were to become available). Established eligibility lists are valid for one year, and would only be used in the event the vacant position was not filled through the normal in-house recruitment process. If the position had been posted in-house within the previous two months, and no in-house employees applied, the first candidate on the eligibility list may be selected without having to post the position again.

E. Exceptions

The only situations in which an exception may be made to the above policy and procedure allowing an internal and external recruitment to occur simultaneously are listed below:

1. The same classification was posted less than three months previously resulting in no District employee applicants.
2. Previous in-house recruitments for the same classification on two occasions in the immediately preceding 12 months have not produced internal candidates, (i.e., Business Systems Analysts, Civil Engineers (P.E.), Construction Inspector II & III(if there are no eligible/s), Control Technician and Plant Control Technician, Fleet Maintenance Mechanic, Industrial Engine Mechanic, any classification at the department director level and above).

This list may change as other classifications meet the established criteria of two internal recruitments resulting in no internal candidates. Should a wage adjustment occur for any exempted classification or the classification has not been recruited internally for a 12 month period the classification will be removed from the list and the qualifying time period will start over and require the completion of an in-house recruitment prior to beginning an external recruitment.

3. The Union will be notified anytime there is a change to the list of classifications that will be recruited inside and outside at the same time.

F. Employees in Initial Probation Period

District employees who have successfully completed six months of their initial 12 month probation period may apply for any District openings. Successful completion of six months of initial probation means the employee has received a completed six-month probationary appraisal rating of “Meets Expectations” or higher, and the employee’s record is free of any formal or informal disciplinary actions. Should an employee accept a position and has not completed their initial 12 month probationary period, the employee’s probationary period will be extended to provide at least 6 month time in new position. The total probationary period not to exceed 18 months.

G. Interview Panels

1. An interview panel will generally be made up of two – three panel members.
2. Members selected for an interview panel must have received an interview orientation from Human Resources Department. Panel members from outside agencies will receive an orientation packet and an interview training booklet. The instructions provided in the interview orientation and the “Guide on Interviewing Preparation and Interviewing Techniques” must be followed as closely as possible to ensure each candidate is treated fairly and is encouraged to present as much information about his or her qualifications as he or she is able.
3. Interview panel members must be at the same pay range, or higher, than that of the vacant position. If the vacant position is an exempt position, interview panel members must also be exempt.
4. When interviews have been completed, the interview panel will complete an Interview Summary & Recommendation Form, which must be signed off by each interview panel member and approved by the department head before the selection process can be completed.
5. Exceptions to the above-mentioned interview panel criteria will be on a case-by-case basis if approved in advance by the Director of Human Resources, or designee.

H. District employees who take another position within the District may, at the employee’s option or when an employee does not successfully complete a promotional probation period, return to their prior position within the three month period so long as the position has not been filled or an official job offer has not been made. The employee will be returned to the previously held classification or a classification at the same salary range, at the same step held before being promoted.

AUTHORIZED SIGNATURES ON FILE