

ADMINISTRATIVE REGULATIONS

Number: 403
Sections: 1-11
Effective Date: January 7, 1988

SUBJECT: Recruitment and Selection Procedures:

1. Purpose. To establish standard procedures for recruiting and selecting personnel to fill positions in the city service.
2. Authority. Charter of the City of Huntington Beach, Section 401 and 403 and the City Personnel Rules.
3. Application. These procedures apply to all city departments.
4. Definitions.
 - 4.1 Appointing Authority. Appointing authority shall mean a department head with respect to his/her personnel or the officers of the city designated by the City Charter to make appointment to a position.
 - 4.2 Certification. Acknowledgment by the Personnel Director that applicants satisfactorily meet the minimum standards for appointment and are eligible for appointment.
 - 4.3 Employment List. A list of applicants who have satisfactorily met the requirements for a position and have been certified for one year.
 - 4.4 Promotional List. A list of applicants consisting only of city employees that have satisfactorily met requirements for a higher level position.
 - 4.5 Reinstatement List. A list of employees involuntarily terminated due to layoff and certified to be rehired by the Personnel Director.
 - 4.6 Reemployment List. A list of employees who voluntarily terminate but are certified to be eligible for rehire by the Personnel Director within the twelve-month period following termination.
5. Responsibilities. The responsibility for recruitment and examination will be that of the Personnel Director.
6. Policy. All requests for recruitment and selection of candidates to fill city service positions shall be subject to the following procedures:
 - 6.1 When a vacancy occurs in the city service, the requesting department shall submit a fully signed requisition to the Personnel Office. The requisition shall be authorized in a manner consistent with Administrative Regulation #401 and shall fully outline the need for such services. The description of specific work to be done and a certification that such work clearly falls within the classification requested. No internal change in the work description shall be made without the specific approval and authorization of the Department Head and the Personnel Officer pursuant to Administrative Regulation #406.



ADMINISTRATIVE REGULATIONS

6.2 Personnel Director shall confer with the Appointing Authority to determine type and nature of advertising and notice most appropriate to solicit a satisfactory number of candidates for the eligibility list for the open position. The General Policy shall allow an Appointing Authority to be provided a certified list of at least five (5) eligibles for each open, competitive position.

6.3 Promotional examinations may be conducted whenever, in the opinion of the Personnel Director and the Appointing Authority, the needs of the service shall require and there are at least two (2) or more candidates eligible for each open position.

7. Order of Certification and Appointment. Certification of eligibility will be city-wide by classification. Whenever certification is to be made, the eligibility lists shall be used in the following order:

- 7.1 Reinstatement list
- 7.2 Promotional list
- 7.3 Reemployment list
- 7.4 Employment list

8. Advertising.

8.1 Whenever, in the opinion of the Appointing Authority and the Personnel Director, it is necessary to use commercial media for advertising open positions, the expenditure of funds should be approved in advance by the Personnel Director. The Personnel Director shall have the responsibility to approve, in advance, the content of job announcements and media advertisements and to ensure compliance with Personnel Rules and Policies and the city's Affirmative Action Plan.

8.2 All open positions in the competitive service shall be posted for a minimum of ten (10) days to establish an open, competitive list. All promotional positions must be posted for a minimum of five (5) days.

9. Duration of List.

9.1 Employment lists shall remain in effect for (1) one year from the date of the last examination, unless exhausted sooner. Promotional lists and entry level employment lists may be extended prior to expiration date by the Personnel Director when requested by the Department Head, for additional periods but in no event shall an employment list remain in effect for more than two (2) years. Names placed on such lists shall be merged with others already on the list in order of scores.

10. Qualifications.

10.1 The Personnel Director may reject any application which indicates the applicant does not possess the minimum qualifications for the position posted.

1256X



City Of Huntington Beach

ADMINISTRATIVE REGULATIONS

10.2 The Personnel Director and the Appointing Authority shall jointly approve the type, nature and relevance of any examination, test or personal interview, selected as a measure or predictor of job performance. The Personnel Director shall be responsible for coordinating said examination and maintaining written records concerning the failure, rejection or passing of any applicant. The Personnel Director shall be responsible for ensuring that all tests, examinations or personal interviews used in the recruitment process are consistent with Personnel Rules and the city's Affirmative Action Plan.

10.3 The Personnel Office shall contact applicants to establish dates, times, and places for tests, examinations and/or interviews.

10.4 All applicants shall be notified of their test or examination results by the Personnel Director.

10.5 The Personnel Director shall certify the top five candidates from the eligible list to the appropriate Appointing Authority. The Appointing Authority shall select the new appointee from the list of eligibles so certified. The Personnel Director shall notify the selected candidate and make the necessary provisions for pre-employment sign-ups, physical examination, if any, and also establish an anticipated date of hire.

11. Offers of Employment.

11.1 Personnel Division will coordinate the appointment of the designated candidate with the appointing Department Head and /or his designee. Personnel will make the verbal job offer specifying:

- (a) Rate of pay
- (b) Hours of work
- (c) Starting date
- (d) Pre-employment medical evaluation, if any

11.2 A written "confirmation of employment" letter (copy attached) will be sent to all new city employees.

11.3 The new employee will countersign the confirmation letter which will then become part of his/her personnel file.



City Administrator





CITY OF HUNTINGTON BEACH

2000 MAIN STREET

CALIFORNIA 92648

PERSONNEL DEPARTMENT

Dear _____:

Re: Confirmation of Employment

We wish to welcome you to the staff of the city of Huntington Beach. You will be appointed to the position of _____ at range and step _____, _____ per month, plus _____ PERS reimbursement for a total monthly gross of _____, commencing _____.

This letter constitutes a written confirmation of the city's offer of employment.

We hope you will enjoy your tenure with the city of Huntington Beach. We ask that you sign and return the attached copy of this letter to the Personnel Division, at the above indicated address, at your earliest possible convenience.

Cordially,

William H. Osness
Personnel Director

WHO:pjs

ACKNOWLEDGED:
