



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number	903
Responsible Department	Human Resources
Established/Effective Date	January 7, 1988
Latest Revision Date	January 17, 2023
Next Review & Reauthorization Date	January 17, 2025

SUBJECT: Recruitment and Selection Procedures

1. **Purpose.** To establish standard procedures for recruiting and selecting personnel to fill positions in the City's competitive service.
2. **Authority.** By the authority of the powers granted to the City Manager under Sections 401 and 403 of the City Charter and Huntington Beach Personnel Rules 5 and 6.
3. **Applicability.** These procedures shall apply to all City departments.
4. **Definitions.**
 - 4.1 **Appointing Authority.** Appointing authority shall either mean a department director with respect to their personnel or the officers of the City designated by the City Charter to make appointment to a position.
 - 4.2 **Certification.** Acknowledgement by the Director of Human Resources that applicants satisfactorily meet the minimum standards for appointment and are eligible for appointment.
 - 4.3 **Employment Eligible List.** A list of applicants who have satisfactorily met the requirements for a position, as determined by a recruitment and examination process, and may be certified for consideration to fill a vacancy for up to one (1) year.
 - 4.4 **Promotional Eligible List.** A list of applicants consisting only of Regular city employees (those having completed their initial probation and are assigned to a non-temporary position) that have satisfactorily met requirements for a higher level position, as determined by a recruitment and examination process, and may be certified for consideration for up to one (1) year to fill a vacancy, unless extended per MOU.
 - 4.5 **Reemployment List.** A list of employees who voluntarily or involuntarily (via layoff) separate from the City but are eligible for rehire as certified by the Director of Human Resources or designee, within a twelve-month period following separation.
5. **Responsibilities.** The responsibility for recruitment and examination will be that of the Director of Human Resources or their designee.
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 Recruitment Request Form and/or Personnel Requisition to Human Resources. The requisition shall be authorized in a manner consistent with Administrative Regulation



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421 and shall fully outline the need for such services. No change to the classification specification shall be made without the specific approval and authorization of the Department Head and Human Resources pursuant to Administrative Regulation 406.

- 6.2. Director of Human Resources or designee 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 vacant position. The policy shall allow an Appointing Authority to be provided a certified list of five (5) eligible applicants for open, competitive positions. Additional, concurrent open, competitive positions shall each allow an Appointing Authority an additional eligible applicant.
- 6.3. Promotional-only examinations may be conducted whenever, in the opinion of the Director of Human Resources or designee and the Appointing Authority, the needs of the service so requires, and there are at least two (2) or more candidates meeting minimum qualifications as outlined in the classification specification.

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

- 7.1. Reemployment list
- 7.2. Promotional Eligible list
- 7.3. Employment Eligible list

8. **Advertising**

- 8.1. Whenever, in the opinion of the Appointing Authority and the Director of Administrative Services or designee, it is necessary to use commercial media for advertising open positions, the expenditure of funds should be approved in advance by the Appointing Authority. The Director of Human Resources or designee shall have the responsibility to approve the content of job announcements and media advertisements and to ensure compliance with Personnel Rules and the City's Equal Employment Opportunity Policy.
- 8.2. All open positions in the competitive service shall be posted for a minimum of ten (10) business days to establish an open, competitive list. All promotional positions shall be posted for a minimum of five (5) business days.

9. **Duration of List**

- 9.1. Employment lists shall remain in effect for one (1) 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 Director of Human Resources 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 added to such lists shall be merged with others already on the list in order of scores.

10. **Qualifications**



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- 10.1. The Director of Human Resources or designee may reject any application that indicates the applicant does not possess the minimum qualifications for the position posted.
- 10.2. The Director of Human Resources or designee and the Appointing Authority shall jointly approve the type, nature and relevance of any examination, test or interview selected as a measure or predictor of job performance. The Director of Human Resources or designee shall be responsible for coordinating the examination and maintaining records concerning the failure, rejection or passing of any applicant. The Director of Human Resources or designee shall be responsible for ensuring that all tests, examinations or interviews used in the recruitment process are consistent with Personnel Rules and the City's Equal Employment Opportunity Policy.
- 10.3. Human Resources shall contact applicants to establish dates, times, and places for tests, examinations and/or interviews in order to establish eligible list(s).
- 10.4. All applicants shall be notified of their test or examination results by Human Resources.
- 10.5. The Director of Human Resources or designee shall certify the top five candidates from the eligible list(s) to the appropriate Appointing Authority. The hiring manager shall schedule selection interviews with certified candidates within ten days. After conducting reference checks, The Appointing Authority shall select the new appointee from the list of eligibles so certified. The Director of Human Resources or designee shall notify the selected candidate and make the necessary provisions for pre-employment process, including fingerprinting, sign-ups, physical examination, verification of education, certifications, and/or licensing if any, and also will establish an anticipated date of hire.

11. Offers of Employment.

- 11.1. Human Resources will coordinate the appointment of the designated candidate with the appointing Department Head and/or their designee. The Appointing Authority or designee will make the verbal conditional job offer, specifying:
 - (a) Rate of pay
 - (b) Hours of work/schedule
 - (c) Tentative start date
 - (d) Designated supervisor
- 11.2. A written "Conditional Offer of Employment" letter will be created and sent to all new appointees and promoted non-safety City employees by Human Resources. This letter will include the information listed in 11.1 (a-d) as well as any required documentation and pre-employment medical evaluations, fingerprinting, etc.
- 11.3. The new appointee will countersign the Acknowledgement page of the Conditional Offer of Employment, which will then become part of their personnel file.
- 11.4. Human Resources will notify the Appointing Authority or designee upon receiving all pre-employment reports and materials required prior to appointment. The Appointing Authority or designee will then confirm the official start date with the appointee, and notify Human Resources. Upon receiving this notification, Human Resources will coordinate the onboard process with the appointee.



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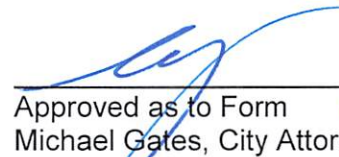
Distribution:


All employees may access the Administrative Regulations via the Intranet at:

<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>



Department Director
Human Resources



Approved as to Form 
Michael Gates, City Attorney



Al Zelinka, City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE