

City of Vernon, California
Human Resources Policies and Procedures





Director of Human Resources



City Administrator

Number: I-2 Effective Date: May 20, 2025

SUBJECT: **REQUESTING AND RECRUITING FOR PERSONNEL**

PURPOSE:

To provide a fair and equitable system to ensure that applicants (both internal and external) are made aware of current and/or future vacancies within City government.

POLICY:

The Human Resources Department shall establish and maintain, as needed, lists of qualified candidates to enable departments to fill vacancies in a timely manner.

All recruitments, except acting and temporary appointments, will be announced on a promotional/open competitive process. Departments wishing to fill an opening for a new position or a replacement vacancy shall complete a Personnel Requisition Form (see attachment) and forward this form to the Human Resources Department for approval. The Human Resources Department will then forward the approved Personnel Requisition Form to the City Administrator.

The requesting department should indicate on the Personnel Requisition Form the type of recruitment desired (e.g. "Open" or "Promotional") if a current eligibility list does not exist for the position requested. A promotional recruitment can occur only after taking into consideration the availability of employees possessing requisite skills. Any promotional recruitment which fails to attract at least five (5) qualified candidates may be reopened to outside candidates. Temporary employees are not eligible to apply for closed promotional recruitments. The requesting department shall also indicate on the Personnel Requisition Form any special conditions of employment such as shift work, permanency of assignment, or need for second language proficiency.

The City shall make every effort to provide the means by which interested and qualified applicants shall be made aware of vacancies within City government. This process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex or sexual orientation. Recruitments shall be carried out in accordance with merit principles.

The Human Resources Department shall administer and coordinate the recruitment process and shall contact the requesting department for assistance, as appropriate. An announcement (bulletin) shall be

published and distributed for each vacancy (either promotional or open), and shall specify pertinent data such as compensation, a brief description of the essential job functions or duties of the position, the minimum and/or special requirements, and any recruiting deadlines. Any changes to the essential job functions of an approved job classification must be approved by the Director of Human Resources before posting.

The City of Vernon recruitments shall be posted in all common areas within City Hall, at the City Yard, Power Plant, City's website, and on the City's applicable social media accounts. Other means of communicating the opening to the public may be used, such as the use of local and national newspaper advertising, professional or trade journal advertising, local and regional association newsletters, special mailing lists, and/or personalized letters/emails. All advertising shall state that the City is an "Equal Opportunity Employer."

Completed online applications must be received by the Human Resources Department no later than the time and date indicated on the job bulletin.

Each department shall assist the Human Resources Department by developing and maintaining recruitment sources in accordance with State and Federal guidelines.

The following "Advertising Guidelines" may be utilized for cost saving purposes. The guidelines may vary by the specific recruitment needs of each department taking into account such variables as uniqueness of position, equal employment opportunity, and past recruitment history. All advertisement costs are funded by the Human Resources Department:

1. As needed, local labor market advertisement will be placed in applicable advertising sites and/or publications.
2. Advertising beyond the local labor market (ie; out-of-state publications) will be considered for management and executive recruitments only.
3. Where possible, professional newsletters, trade journals, websites and community publications may be used to recruit hard-to-fill positions.

Recruitment Process for Management Positions:

For all department head and key management recruitments, the City may utilize a search firm to conduct a broad search for the most qualified candidates. The top-ranked applicants will be interviewed. For City Administrator or City Attorney recruitments the City Council's first choice will undergo a full background check.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Prepares a Personnel Requisition Form to fill the vacancy, and submits form(s) to the Human Resources Department.
Human Resources Department	2. Human Resources verifies that the position is vacant and is funded in the adopted Budget. If authorized, submits to City Administrator for consideration.

City Administrator

3. City Administrator approves or denies the recruitment of the position and forwards back to the Human Resources Department.
4. City Administrator shall notify City Council as appropriate and seek Council approval as required.

Human Resources Department

5. Contacts requesting department to review applications from existing eligibility list.
or
6. Recruits promotionally or openly for qualified candidates; tests as needed; establishes eligibility list.
7. Certifies eligibility list to requesting department within guidelines established in the Testing, Certification, and Eligibility Lists policy.
8. Reviews previous recruitments for the position and any instructions for recruiting that may have been included on the Personnel Requisition Form.
9. Contacts requesting department to develop additional information and to review announcements prior to distribution.
10. Develops an examination plan for the recruitment and reviews with department.
11. Reviews advertising plan to ensure appropriate levels of outreach efforts are consistent with State and Federal guidelines.
12. Reviews the procedures in the recruitment process to ensure compliance with all equal employment opportunity laws and the goals of the City.
13. Prepares a job announcement bulletin and advertisement(s) which briefly describes the essential job functions or duties of the position and indicates the minimum requirements, the compensation, and the final filing date (if applicable).

Hiring Department

14. Reviews and approves wording of announcement and advertisement and provides recruitment sources as appropriate.

Human Resources Department

15. Determines scope of advertising and places ads with sources.
16. Distributes job announcement bulletin to recruitment sources as appropriate.
17. Receives and processes online applications through the final filing date.