



**City of Medford  
Administrative Regulation**

Regulation No. 87-1-R3

Page 1 of 10

Subject Area: Personnel

Date of Issue: Revised -

October 8, 1997

Supersedes: N/A

**TITLE RECRUITMENT AND SELECTION**

**I. PURPOSE**

The purpose of this regulation is to identify the administrative policies and procedures to be followed in the hiring or appointment of City employees.

**II. SCOPE**

The scope of this regulation applies to all City staff positions except the City Manager, Municipal Judge, and the Judges Pro Tem of the Municipal Court. It applies to all other regular, temporary, seasonal, and part-time positions.

**III. AUTHORITY**

Under the Medford Charter of 1976, Chapter V, Power and Duties of Officers, Section 20, City Manager, Subsection (3) Powers and Duties, the City Manager is authorized to make appointments of City officers and employees except as the Charter otherwise provides.

**IV. CONTENT OF THIS REGULATION**

This regulation covers the following areas of administrative policy and regulation regarding the hiring or appointment of City employees:

- A. Recruitment - including advertising and job posting
- B. Testing and screening of job applicants
- C. Eligibility lists, certification, and selection

**V. CONDITIONS NECESSARY TO HIRE AN EMPLOYEE**

Prior to hiring new personnel, these conditions must be in effect:

- A. For a regular full-time hire, the following must be the case:
  - 1. Position must be budgeted at the position classification level and type sought. Allowance for underfilling by position classification is covered in Section VI.B.4. of this regulation.
  - 2. The position must be vacant or scheduled to become vacant so that one budgeted position is not simultaneously filled by two employees.

Allowance for a temporary exception to this condition is covered by Section VI.C.2. of this regulation.

3. The position must not be scheduled for elimination in the near future, such as may occur with a change in the budget. If a question exists regarding a particular case, the affected department head should contact the City Manager for guidance.

B. For all temporary, seasonal, and part-time positions, the following must be the case:

1. There must be budgeted specific funds at least equal to the costs to be incurred.
2. The budgeted funds must be approved for the purpose of staffing the position(s).
3. The hiring conditions will not be in conflict with an affected labor agreement. For example, some labor agreements stipulate a maximum number of work hours per week for a part-time positions.

## VI. PROCEDURES FOR HIRE/APPOINTMENT

A. The hiring/appointment of City staff will be subject to the following approaches and guidelines:

1. Regular Position Vacancies

All regular, budgeted position vacancies shall be filled by one of two approaches as authorized by the City Manager:

- a. Use of the procedure under Section VI.B. of this regulation or
- b. Direct appointment or promotion action by the City Manager. In the case of direct promotion, only current, regular employees are eligible; and they must meet the qualifications specified for the position classification to which promotion is requested.

2. Temporary, Seasonal, and Part-Time Positions

All temporary, seasonal, and part-time positions (not subject to representation by a recognized employee organization) shall be filled by the procedures specified under Section VI.B. of this regulation.

B. Standard Procedures for Hire/Appointment

This procedure applies to all regular budgeted positions represented by recognized employee organizations. It also applies, at the option of the City Manager, to management personnel, reference VI.A.1.

1. The Personnel Requisition-Certification-Selection form PER/005 will be the transaction document to effect the procedure. Reference Exhibit A of this regulation.

2. Form PER/005 has four action elements:

Requisition Action  
Certification Action  
Selection Recommendation Action  
Certification-Selection Remarks

All applicable elements must be completed to comply with the hiring procedure.

3. Requisition

The requesting department head or, as appropriate, the City Manager will complete the first action element of the form to initiate the request to fill a position. Completion of this element of the form, for the most part, requires no instructions. However, these points of clarification apply:

- a. In the spaces for number of positions budgeted and filled: merely respond with "NA" (Not Applicable) when requesting temporary, seasonal, part-time, and limited-term hires. The control is budgeted dollars and/or hours--not positions. However, a numerical entry must be made in the space for number of positions requested.
- b. The department head may request a previous list of certified candidates be used either by itself or with the addition of enough candidates to supply the minimum number of candidates. In such case, the Personnel Director will accept or reject the request based on time since the previous certification list was established, the need to fill the current vacancy, the time a new recruitment would take, and other relevant factors.

c. In the box for the requesting department head approval and comments (and only in the case of temporary, seasonal, part-time hires) the department head may request that a particular applicant(s) be certified by the Personnel Director. However, a brief explanation should also appear for these requests (such as "Past Employee--recommended for rehire."). The requesting department head may also use this box to ask to meet with the Personnel Director to further discuss the position vacancy and recruitment.

4. Underfilling

A vacancy may be underfilled (i.e., filled by a position classification of the same general type but with a lower salary range) with prior approval of the City Manager. The request to underfill must provide written justification and have the approval of the City Manager attached to the requisition. The underfilling shall also be noted in the space for requesting department approval and comments. Examples of such underfilling would be a request for an Engineering Technician II to fill an Engineering Technician III vacancy or a Clerk Typist to fill a Secretary vacancy.

5. Job Posting/Advertising

All position openings subject to the standard procedure for hiring/appointment under VI.B. of this regulation will be posted in City Hall and other designated locations and advertised to the public.

EXCEPTION: In the case of a temporary, seasonal, or part-time position opening and if the requesting department head has requested a particular person to be certified under VI.B.3.c. of this regulation, the Personnel Director is authorized to determine whether or not the opening will be subject to posting and public advertising.

EXCEPTION: In the case of promotional/in-house recruitment only, advertising to the public is waived.

A sample job posting is attached as Exhibit B.

a. Promotional/In-House Openings

Promotional or in-house position openings will be posted in the Personnel Office and on bulletin boards in designated areas throughout the City for a minimum of four workdays.

If insufficient in-house applications are received by the posted application deadline, the position opening will either be re-posted in-house or be subject to open recruitment at the determination of the Personnel Director with the concurrence of the initiating department head.

b. Open Competitive Recruitments

Job openings which are subject to open competitive recruitment will be posted in the Personnel Office and on bulletin boards in designated areas throughout the City for a minimum of three workdays.

Copies of the job announcement will be sent to the Oregon State Employment Department and to selected local agencies and organizations available to assist in the recruitment of women, minorities, and the qualified disabled.

c. Advertising

All open competitive openings will normally be advertised at least once in the Sunday edition of the Medford Mail Tribune. At the Personnel Director's discretion, job openings may be advertised in other newspaper, professional and trade publications, and/or with governmental agencies, businesses, universities, and trade schools.

d. Notification List

A notification list may be established for positions deemed desirable. When the next recruitment for such a position commences, those on the list will be mailed a job announcement.

6. Accepting Applications

Applications for regular positions will normally be accepted only when there is an opening. All persons applying for a position opening, subject to the standard procedures of VI.B., must complete a City employment application. (A copy is attached as Exhibit C, Form PER/101.) Employment applications will be available only from the Personnel Office. For an application to be considered for a position opening, the following conditions must be met:

- a. Form PER/101 must be received by the posted closing date and time appearing on the job announcement. Postmarks for the deadline are not acceptable. Faxed applications will not be accepted.

- b. Submittal of resumes in lieu of completion of Form PER/101 Item 9-- Employment History will be allowed on an exception basis and only when so specified in the job announcement.

7. Review of Applications

The Personnel Office will review each application against the posted job announcement to verify that the minimum qualifications are met. This review will include the following:

- a. The application will be reviewed to determine if it shows the applicant possesses the posted educational diplomas or degrees, certifications, licenses, or equivalency.
- b. The application will be reviewed to determine if it shows the applicant meets the posted work experience requirements or equivalency.

8. Screening of Eligible Applicants

a. Eligible List Standard Development

An initial eligible list of candidates will be established by the Personnel Office. The initial eligible list is a list of candidates with applications filed during the recruitment period for a particular position opening that have met the minimum qualifications under the preceding subsection.

Applications will be further screened by the Personnel Office in order to select final candidates. Screening methods may include but shall not be limited to the following:

1. Skills Test

As may be established by the Personnel Director with the concurrence of the affected hiring department head, and with the approval of the City Manager, skill tests may be required and administered on a pass/fail or other basis. Candidates failing the tests may no longer be considered eligible for the particular opening. A skills test, if failed, may be retaken only when part of a subsequent position opening or recruitment.

2. Written Test

A written test, including a supplemental questionnaire, may be required. If so, it will be established by the Personnel Director. Its use in screening applicants is open to two options:

- a. To serve as a qualifying or pass/fail device having no weight in determining finalist candidates; or
- b. To be used in the screening of applicants in conjunction with an oral screening board scoring of candidates and/or assessment by the Personnel Director, or in selecting finalists based on written exam score.

3. Personnel Director Assessment

The Personnel Director may evaluate qualifications in screening the eligible candidates.

4. Oral Screening Board Assessment

The Personnel Director may utilize an oral screening board to assess the candidates and rate them on a pass/fail or other basis. Use of board, its composition, the scope of the boards, interview of candidates, and the approach of board in scoring candidates would be subject to review by the affected hiring department head(s) and approval of the City Manager. In cases where a large number of candidates are available (such as when a written test is given on a pass/fail basis to initial applicants), those being allowed to go forward to the oral board may be limited in number to the most qualified as determined by other screening procedures.

b. Eligibility Lists

A list of candidates in rank or random order may be established to have available enough qualified applicants to certify finalists without a position recruitment. Additionally, the Personnel Director, with the concurrence of the hiring department head, may use applicants from a previous recruitment for the same position to develop the certified list of finalists. Whether an eligibility list or a recruitment and screening process is used, the Personnel Director will certify a list of finalist candidates from which the department will select new hires.

c. Certification

The Personnel Director shall certify finalist candidates as follows: The minimum number of candidates to be certified will be equal to the number of openings plus five. The hiring department may accept a list with fewer candidates. Additional candidates may be certified in case of tie scores on qualifying exams, eligibility lists, evaluation by the Personnel Office, or other screening procedures. The Personnel Director may certify additional candidates as is deemed desirable.

A candidate who is certified may be removed from the certification list if he/she:

1. Waives interview or appointment
2. Is found not to meet minimum qualifications
3. Falsified in a material way the application or has in some way practiced fraud or deception in any part of the application or testing procedure.

In such cases, the Personnel Director will certify a replacement candidate(s).

9. Certified List

The candidates certified as finalists shall be listed alphabetically on the Form PER/005. The Personnel Director shall sign and date the form and forward it to the hiring department along with the candidates' employment application forms.

C. 1. Selection of New Hires

The Personnel Office shall set appointments for selection interview by the hiring department. Departments shall interview all finalist candidates as certified by the Personnel Office.

2. Reference Checks

Hiring departments are responsible for conducting reference checks to verify past employment and performance. Every effort should be made to contact an applicants previous supervisors or other reliable reference.

3. Appointment and Notification

The hiring department shall enter the name(s) of the candidate(s) hired on the PER/005 and specify the rate or salary step for the new hire and the starting date. For regular employees, appointment at higher than the midpoint in the applicable salary range requires prior authorization from the City Manager.

- a. Certified candidates not hired shall be notified by the hiring department. All other applicants shall be notified by the Personnel Office.
- b. Appointments are made subject to the City Manager's approval and may be subject to a background check. No new hire may begin work before the City Manager has signed the Form PER/005. New hires may begin work prior to the last workday of the vacating employee if training is necessary and if the City Manager approves.
- c. In the case of positions involving the handling of City funds; dealing with minors; access to City locked files, records, or property; code enforcement, or other justifiable reasons, a background investigation including a criminal records check, may be conducted.

4. Physical Exams and Drug Screens

Appointments to certain positions may be made contingent on passing a physical exam and/or a drug screen, and in some cases a psychiatric or psychological exam. Such exam will be paid for by the City and be conducted by City approved physicians, labs, and/or psychiatrists or psychologists. No such exam may be conducted before a provisional job offer has been made.

5. Reporting to Work

The hiring department is responsible for instructing all new employees to report to the Personnel Office on or before the first day of work to complete W-4's and other required forms. New hires for regular positions will receive a new employee orientation through the Personnel Office. All new hires are subject to the requirements of the Immigration Reform and Control Act.

Jonathan J. Sales  
City Manager

10-10-97  
Date