

Recruitment

POLICY STATEMENT

The City endeavors to obtain a diversified pool of qualified applicants by recruiting both within and outside its work force. Internal recruitment may be used to support the career progress of qualified internal candidates.

GUIDELINES

1. *Regular Employees*

The Human Resources Department has general responsibility for development and implementation of recruitment programs for regular employees (i.e., full time, three-quarter time, half time, and seasonal).

The hiring manager has responsibility for notifying Human Resources of a regular job vacancy by submitting a Recruitment Authorization Form, including an updated description of the job duties and requirements.

It is the responsibility of the department director to consider the Recruitment Authorization Form and if acceptable, to authorize the position by signing the form.

2. *Temporary and On-Call Employees*

Hiring departments are responsible for the recruitment of temporary and on-call employees, in accordance with local, state and federal law.

3. *Position Review*

The Human Resources Department considers the completed Recruitment Authorization Form and related material and assesses the duties, education, and experience described, to assure consistency with the position's classification and pay grade.

A job analysis may be conducted if the duties to be performed and/or educational requirements specified are significantly different than the classification specification, or when the position is new.

4. *Publicizing Job Vacancies*

The Human Resources Department posts all regular positions. Generally, a minimum posting period of ten (10) business days is observed to assure applicants an opportunity to apply and be considered for employment.

Positions covered under a collective bargaining agreement are subject to any posting requirements outlined in the applicable union contract.

Job announcements typically state that the City is an Equal Opportunity Employer and include the following content:

- Job and Classification Title
- Pay Range and Eligibility for Benefits
- Essential Functions
- Special Qualifications
- Selection Process
- Application Deadline

5. *Waiver of Job Posting*

Generally, job vacancies for regular positions are advertised through the Human Resources Department.

Exceptions to the posting requirement are positions filled:

- By the reclassification of an incumbent employee with no change in general job duties or responsibilities within the same department or division;
- At the Department Director-level or higher;
- By an employee returning from layoff, disability or family leave;
- By an individual who met the minimum qualifications and was selected for interview from an applicant pool with the same or similar job duties within the last 180 days;

- By the demotion of an employee within a division.

A Request for Waiver must be approved by the Human Resources Director before a candidate may be hired for a position that has not been posted.

6. Applications

All candidates for regular positions are required to complete a City of Lake Oswego Employment Application or an alternative approved by the Human Resources Department, and return it to Human Resources within the time period specified on the job announcement. Applications are accepted only for position vacancies that have been properly posted.

No consideration is given to applications received after the closing date, and resumes are not accepted in lieu of applications.

Application materials submitted to the City for an advertised position are considered confidential.

7. Related Information

- > Personnel Policy No. 1-2: Equal Employment Opportunity
- > Personnel Policy No. 1-5: Personal Information and Privacy
- > Personnel Policy No. 2-3: Selection
- > Personnel Policy No. 2-6: Job Changes

Approved by: _____
City Manager HR Director

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