



Director Approval - Original Approval Date: 6/30/2017
 Update Approval Date: 6/30/2022
 Signature: 

PARKS & RECREATION

Date: 06/30/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Five Years – 06/30/2027

Title of Document: 4.1.2 LOPR_Recruitment Process



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.

Lake Oswego Parks & Recreation (LOPR) complies with recruitment practices in place for the City of Lake Oswego and managed through the Human Resources Department (HR). The objectives for recruitment are stated in Personnel Policies 2-2 Recruitment as show in the graphic above. Personnel policies are updated as needed by HR, and the original and revision dates can be found at the lower left bottom of the policy documents.

For regular status positions (as defined in Personnel Policy 2-2, Guidelines), the Human Resources Department (HR) follows City of Lake Oswego Personnel Policies 2-2 Recruitment, and respective labor agreements for represented positions. In addition, the Civil Rights Act of 1964 and other relevant laws are followed.

On-call and temporary recruitments/hires are typically handled independently by managers. Though HR will assist when possible, I'm not involved as much with the posting, screening, or selection as I am with the regular status positions.

LOMEA – Labor Agreement

ARTICLE 30 - FILLING OF VACANCIES Section 30.1.

The City agrees to post vacancies on the bulletin board in Public Works and the Library and to announce vacancies on the City's website and, by e-mail where practical, to all regular full-time and part-time employees, except vacancies for department directors, and other positions not represented by Union.

Vacancies will be posted for a minimum of ten (10) business days prior to the closing of applications. Bargaining unit members who apply and meet the minimum qualifications for job vacancies shall receive an interview for the position. Upon request, bargaining unit members



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who received an interview, but were not selected for the vacant position, will be given the opportunity to discuss how they can become a stronger candidate.

Additional exceptions include personnel change actions as listed in Appendix B of the Labor Agreement.

Section 30.2 - When the City decides to post internally, only regular status full-time, part-time, and on-call employees will be eligible to apply.

Related Documents:

Labor Agreements - <https://www.ci.oswego.or.us/hr/labor-agreements>

City of Lake Oswego Personnel Policies (Private Pages)

4.1.2.A LOPR_Neo Gov How to Post a Position

Responsibility/Contacts: Director, Deputy Directors, Administrative Assistants, Human Resources