



# Recruitment Overview

February 19, 2020

# Recruitment Overview

- 325 Regular Status Employees
  - 300 full-time
  - 25 part-time
- 250 +/- temporary and on-call
- 3 Unions
- 179 Position Classifications
- Approximately 30 recruitments a year
  - 34 in 2019



# Recruitment Overview

## HR Team



Scott Matthew  
HR Analyst



Julia Warren  
HR Analyst



Gail Hoddevik  
HR/Payroll Specialist



# Recruitment Process

- Review Job Description
- Create Job Announcement using Job Description
- Post Job Announcement
  - City website and [governmentjobs.com](http://governmentjobs.com)
  - Partners in Diversity
  - Professional Associations
  - Social Media



# Recruitment Process

- Application
  - Supplemental Questions
  - National Testing Network (NTN) and Personal History Questionnaire (PHQ) for Law Enforcement
  - Closing Date
- Application Review Process
  - Spark Hire
  - Vets Preference



# Recruitment Process

- Interview
  - Selecting Panelists
  - Interview Questions
  - Rating Sheet
- Variations
  - Second Interview
  - Group Interview
  - Testing



# Recruitment Process

- Offer Letter
  - Offer letter contingent on results of background check
  - Background, then offer contingent upon results of pre-employment drug test
  - Background, then offer contingent upon results of pre-employment drug test and physical capacities exam
  - Background, then offer contingent upon pre-employment drug test and physiological exam



# Recruitment Process

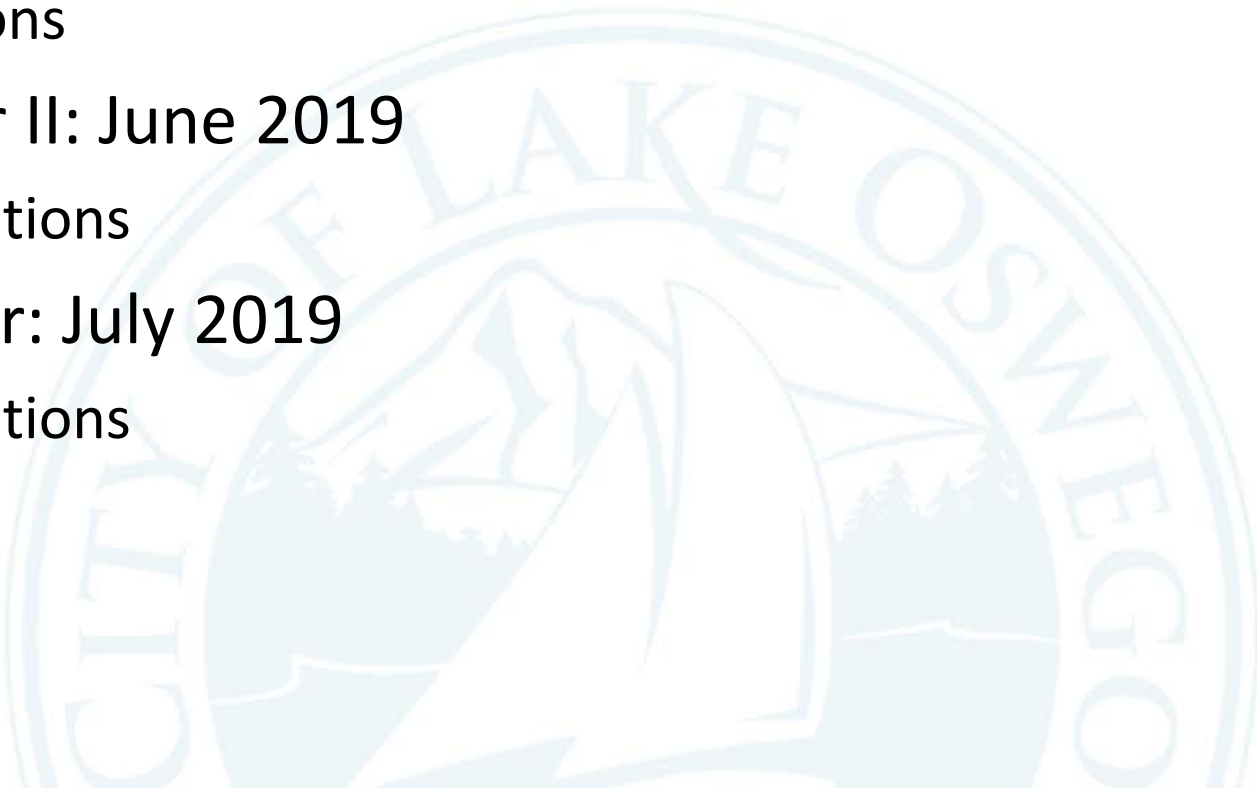
- Other Checks
  - Degree Verification
  - Credit Check
  - Character Background





# Recruitment Process

- Examples
  - Senior Associate Engineer: March 2019
    - 5 applications
  - Librarian I or II: June 2019
    - 109 applications
  - Police Officer: July 2019
    - 153 applications



# Q&A





# Boards & Commissions Overview

February 19, 2020

# Definitions

- Commissions: required by state law or delegated final decision making authority via Council
- Advisory Board: advises and makes recommendations to Council
- Ad Hoc Committee: temporary committee appointed to complete a specific task or project



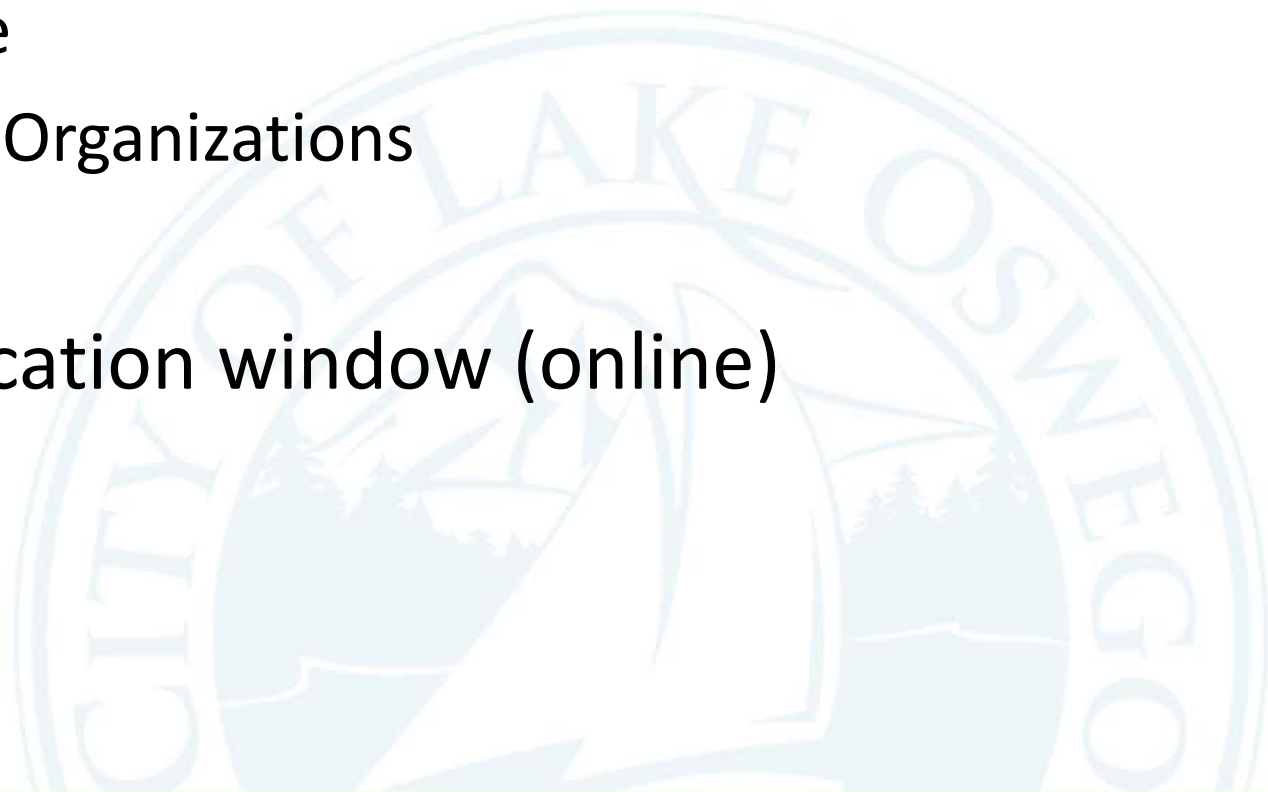
# Quick Facts

- 11 Boards and Commissions
- 3-year terms (4 years: Budget Committee and Planning Commission)
  - Youth serve one year terms
- Annual Recruitment
- Appointed by Council



# Recruitment Process

- Outreach:
  - Social Media
  - City Website
  - Community Organizations
  - Print Media
- 6 week application window (online)



# Interview Process

- Panel: 2 Councilors and Board Chair
- Uniform Interview Questions
- 10-15 minute interviews



# Recent Procedural Changes

- Recruitment Timeline
- Application Changes
- Interview Questions

