



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

9/1/99

SECTION 302	SUBJECT RECRUITING
-----------------------	------------------------------

I. PREPARATION FOR RECRUITING

A. Review of the Job Description

The job description must be reviewed to ensure its accuracy as it provides the basis not only for the recruiting plan but also for each component of the selection process. A formal or an interim job description approved by the Personnel Department must be on file before recruiting begins. If no approved job description is on file or if the job description is not accurate, the requisitioning department should contact Personnel.

B. Preparation of the Essential Functions/Physical Demands Form

A current and accurate Essential Functions/Physical Demands Form for the job must be forwarded to Personnel prior to recruiting for the vacancy. The requisitioning department may include additional information on the form to more clearly and accurately describe the essential functions and physical demands of the job, to more closely state specific responsibilities and to be more specific with respect to knowledge, skills, abilities and other requirements.

II. INITIATING THE RECRUITING PROCESS

Upon finalization of the job description and Essential Functions/Physical Demands Form, the designated hiring manager may initiate the recruiting process by submitting a requisition through the automated Personnel Position Requisition/Applicant Tracking System. The completed Essential Functions/Physical Demands Form must also be submitted to assist the Personnel Department recruiter in preparing the advertisement. In cases where an established applicant register system is used to fill the vacancy, specific procedures established for the particular applicant register system shall apply. Upon receipt of the requisition, a Personnel staff member will be assigned to coordinate the recruiting and selection process with the requisitioning department.

AMENDS/SUPERSEDES SECTION 301, DATED 2/1/90	REFERENCES	APPROVAL
--	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

9/1/99

SECTION 302	SUBJECT RECRUITING
-----------------------	------------------------------

III. ADVERTISING

A. Promotion/Transfer Opportunities List

With the exception of department heads/executive staff, certain unclassified positions, and positions for which advertising is waived by the Director of Personnel, each full time opening shall be posted internally on the Promotion/Transfer Opportunities list. This list is issued on alternate Wednesdays and remains open for a two week period unless a longer period is authorized by the Director of Personnel. Applications for openings published on this list will be accepted only from the following:

- current employees
- employees of Constitutional Officers and agencies for which the City serves as fiscal agent
- for a period of one year from the date of termination, former employees who were terminated as a result of reduction in force, reorganization or job abolishment
- for a period of one year from the date of termination, former employees who were terminated at the end of an approved leave of absence
- individuals currently performing volunteer work for City departments
- individuals working for the City through temporary agencies

The list will be conspicuously posted at each work site.

Positions which are temporary or part time may be posted on this list at the discretion of the Director of Personnel.

B. Employment Opportunities List

Openings which are not filled through internal posting shall be posted on the Employment Opportunities list which is open to the general public.

The Employment Opportunities list is issued on alternate Mondays and remains open for a two week period, unless a longer period is authorized by the Director of Personnel.

This listing is widely distributed. In addition, electronic access is available through telephone recordings, City cable television, the Internet and other media.

AMENDS/SUPERSEDES SECTION 301, DATED 2/1/90	REFERENCES	APPROVAL
--	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

9/1/99

SECTION 302	SUBJECT RECRUITING
-----------------------	------------------------------

C. Other Recruiting Sources

In addition to the required posting as stated above, vacancies may be advertised in local and out of town newspapers, trade journals, professional newsletters and other sources targeted to a specific vocational or professional audience. The Personnel Department will assist the requisitioning department in identifying appropriate recruiting sources upon request. All advertising expenses are paid by the requisitioning department.

D. Advertising Waived

1. Job advertising may be waived by the Director of Personnel in the case of transfer of an employee with a disability covered by the Americans With Disabilities Act (ADA) to a vacancy as an accommodation under ADA in accordance with City policy. See Sections 306, Transfer/Reassignment of Employees and 1204, Non-Occupational Medical Policies.
2. In addition, the Director of Personnel may waive or approve limited advertising in certain situations where openings may be filled by the following processes or under the following conditions:
 - a. The rehire, promotion, or transfer of an employee terminated or demoted by reduction in force, reorganization or job abolition when (a) the person is rehired, transferred or promoted into the same job classification held at the time of demotion or termination and (b) the rehire, transfer or promotion occurs within one year of the termination or demotion
 - b. Positions filled through Applicant Registers
 - c. Certain temporary positions with a limited anticipated duration
 - d. Temporary appointments of employees to acting status
 - e. Certain positions of Constitutional Officers
 - f. Formal City sponsored internships
 - g. Certain situations, at the request of the department head, in which the same job is needed on a seasonal basis year after year and the employee who participated in the program in the past is available to return to work, and in cases in which the department head has requested to rehire a former employee in the same job classification within one year of termination provided the employee left in good standing

AMENDS/SUPERSEDES SECTION 301, DATED 2/1/90	REFERENCES	APPROVAL
--	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

9/1/99

SECTION 302	SUBJECT RECRUITING
-----------------------	------------------------------

- h. Certain situations in which the same job in the same department has been advertised on the Employment Opportunities list within the preceding six months and from which sufficient applicants are available.
- i. Certain cases of jobs being changed from temporary or part time to regular status, and other similar changes, when the posting requirements are deemed to have been met
- j. Certain cases of reassignment of employees to equivalent or lower level positions as a result of reorganization and reductions-in-force and job abolishment
- k. Other unusual situations approved by the Director of Personnel.

E. Advertising not Required

Advertising and posting are usually not required in the following circumstances. However, the Director of Personnel may require posting if circumstances warrant to meet the intent of this policy.

1. Reclassification of a job or position when the incumbent is reclassified with the job
2. Cases in which the department head exercises his/her management right to transfer or reorganize assignments of employees in the same job classification within the department.

IV. RECEIPT, REVIEW AND REFERRAL OF APPLICATIONS

Applications are accepted only for current advertised openings. Resumes are also accepted for posted openings; however, a completed City employment application form must be submitted prior to participation in an interview or other component of the selection process.

Applications or resumes must be received in the Personnel Department by 5:00 p.m. on the specified closing date. The Personnel Department will resolve cases on a case-by-case basis where there is a question as to whether an applicant meets the application deadline.

The Personnel Department will refer all applications received by the specified deadline to the requisitioning department. The requisitioning department is responsible for assessing the applications and determining which applicants will be considered further. The Personnel Department is available to assist in this process upon request.

S:\PAM\302 Recruiting.doc

AMENDS/SUPERSEDES SECTION 301, DATED 2/1/90	REFERENCES	APPROVAL
--	------------	----------