	City of Maricopa ADMINISTRATIVE POLICY	Effective Date: April 24, 2012
		Policy Number: ADM-12-011
		Prior Revision Date: N/A
Recruitment and Selection		

Purpose

The purpose of this policy is to establish the City of Maricopa’s policy for recruiting and selecting qualified candidates for City jobs. ***This policy supersedes sections 3.1 and 3.2 of the City of Maricopa Personnel Policies and Procedures manual.***

Scope

This policy covers all City of Maricopa employees. City employees who have Memorandums of Understanding (MOU) with the City of Maricopa are also governed by the terms and conditions of their respective MOU.

Policy

The City of Maricopa hires qualified individuals to fill positions. It is the policy of the City of Maricopa not to discriminate in decisions regarding hiring or promotions on the basis of age, sex, race, color, national origin, religion, or disability.

Procedure

Personnel requisitions must be completed in order to fill City of Maricopa positions.

Requisitions must be initiated by the Department Director.

Requisitions must receive approval by the Finance and Administrative Services Department and then be forwarded to Human Resources and the City Manager for approval.

Personnel requisitions should contain all requested and necessary information.

Employees shall be eligible to apply for any position that is posted for recruitment if they meet the minimum qualifications.

Vacancies may be filled by recruitment, by appointment from existing eligibility lists, by agreement with another public agency, by management initiated transfer or demotion, or by appointment from the City Manager.


Employees shall hold only one authorized paid position.

All job openings, including internal-only openings, are posted on the City of Maricopa website for employees and the public to review.

Jobs will remain posted on the website until a sufficient number of qualified applications are received, or until the deadline indicated.

Job postings are updated as necessary.

Mental and Physical Fitness

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All applicants considered for employment with the City shall possess position-appropriate physical and mental health. Appointments shall be subject to a satisfactory physical examination and examination to establish mental fitness where appropriate. Such examinations shall be given by an examiner designated by the City and at the expense of the City.

If at any time during employment an employee's physical or mental health is suspected of falling below acceptable standards, the City may require the employee to complete a physical or mental examination administered by an examiner of the City's choice at the City's expense.

An employee who, in the opinion of the examiner after consultation with the Human Resources Director or their designee, is physically or mentally incapable of meeting the requirements of his/her position shall be removed from his/her position as provided in these rules.

Recruitment

When a position in the City becomes vacant, prior to recruitment efforts, the hiring Department Director and the Human Resources Director should meet to review the vacant position in regard to recruitment timing, duties and responsibilities and other pertinent factors.

Recruitment publicity shall be carried out through all appropriate means for a reasonable period of time to ensure sufficient opportunity for qualified candidates to apply and be considered for employment with the City.

Recruitment shall be announced and publicized to ensure an adequate number of applicants for consideration.

Human Resources shall coordinate all recruitment efforts.

Recruitment Advertising

All City of Maricopa positions are advertised on the City website. Human Resources is responsible for posting all recruitment advertising.


The hiring department is responsible for paying the costs of recruitment advertising and may choose to pay for additional advertising methods if their budget permits.

Applications

All applicants who are interviewed for City employment shall complete the application forms provided by the Human Resources Director or their designee.

Applicants must provide honest and complete information in all submitted materials including, but not limited to, the City application forms and in any accompanying information, such as a resume.

Failure to complete the employment application forms as directed may result in disqualification or dismissal from the City.

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Any application may be rejected for the following reasons:

- a. The applicant did not fully complete the application form.
- b. The applicant appears not to possess the qualifying experience or training required for the position.
- c. The applicant has made a misstatement or omission of any material fact.
- d. The applicant has practiced any deception or fraud in his/her application.
- e. The applicant has been convicted of a crime involving moral turpitude or has been convicted of a crime that is related to the duties and responsibilities of the desired position. (For example, an applicant has applied for a position in accounting but was convicted of embezzlement.)

Application forms, when submitted, become the property of the City, along with any documentation attached by the applicant.

Applications and/or resumes are highly confidential documents and should not be shared with anyone other than the hiring manager prior to the day of the oral board interviews. Once the oral board interviews are complete, all applications, resumes, and related documentation must be returned to Human Resources. No applications, resumes, or interview questions may be copied for anyone, and may not leave the City's control subject to the requirements of the Arizona Public Records Laws.

Examinations

Examinations shall consist of selection techniques which will assist the City in assessing the qualifications of the candidates and include, but are not limited to, achievement and aptitude tests, other written tests, personal interviews, performance tests, physical agility tests, evaluation of daily work performance, work samples, medical and psychological tests, electronic truth measuring tests, or any combination of these or other tests and examinations.


Appointments to positions which include driving a vehicle shall be subject to verification of an appropriate driver's license and satisfactory driving record.

In case of a vacancy in a position requiring peculiar and exceptional qualifications of a scientific, professional or expert nature, or in other unusual circumstances, and upon satisfactory evidence that competition is impractical and that the position can be best filled by the selection of some designated person of recognized attainments, the City Manager may suspend the requirement for a competitive recruitment and selection process.

Interview/ Selection Process

The interview and selection process is conducted by Human Resources.

Hiring Matrix

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The hiring manager must provide Human Resources with a completed hiring matrix form, interview question packet, and screening criteria form prior to receiving candidates' resumes.

Minimum qualifications and requirements must be used in addition to other criteria for the hiring matrix.

Hiring managers shall include bona fide occupational qualifications as criteria on the hiring matrix. Such qualifications may include skills, abilities, and knowledge based on the job description, quality or thoroughness of materials submitted, degrees, language, etc.

Human Resources will forward all applications and/or resumes to the hiring manager to screen for minimum qualifications per the hiring matrix prior to scheduling interviews.

The hiring manager must provide Human Resources with a scored matrix of all qualified candidate resumes received. Candidates lacking the positions' minimum qualifications do not need to be scored.

Human Resources will notify applicants who are not selected for interviews.

Panel Interviews

Panel (oral board) interviews are to be conducted for all positions.

All interview panels will be comprised of diverse panel members with at least one panel member who has management experience in the advertised area . This person may be from outside the City of Maricopa organization. One observer from Human Resources may also be included.

The hiring manager must forward a list of candidates to be interviewed on a form provided by Human Resources along with the names of the interview panel.

All panels will be approved in advance of the interview by Human Resources.

When the panel interview is conducted, a structured interview process as developed by Human Resources will be used.


Interview questions should be developed by the hiring department and reviewed and approved by Human Resources.

After the panel completes the interview process, all interview material along with the list of candidates interviewed and their scores must be forwarded/returned to Human Resources.

Post Interview Process

Any additional selection processes must be approved in advance by Human Resources.

In the event that second interviews are planned, the hiring manager has the option to not be on both the first and second interview panels. This prevents the perception that the process could be unfairly influenced or that one person is controlling the decision. If a hiring manager feels it's

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necessary to be in both interviews, they must have approval from their Department Director and Human Resources.

Resumes and interview material for applicants not hired shall remain in effect for six months and may be used for position openings in classifications with similar duties and responsibilities.

The hiring manager will notify internal applicants who are not selected for the job.

Human Resources will notify external applicants who are not selected for the job.

Reference Checks, Criminal Background Checks, Drug Testing, Finger Printing

Once a decision has been made regarding interest in hiring an applicant, the Human Resources Department will complete reference checks, criminal background checks, finger printing, drug screens or any other required pre-employment process for all candidates.

Psychological and physical evaluations and polygraphs may also be required, where appropriate.

Internal candidates may be required to complete all or part of the processes stated above depending upon the job requirements of the department.

Job Offers and Appointments for Full-Time Budgeted Positions

With all new appointments and promotions, the Department Director shall recommend to the City Manager or designee that a specific applicant be hired.

Once Human Resources receives satisfactory results from the required reference checks, criminal background checks, and drug testing, finger printing, and psychological evaluation and polygraphs, and all other required processes including approval of the City Manager, Human Resources will notify the candidate and prepare a letter offering employment to the candidate. The offer letter will include the specified benefit or salary enhancements.

The salary offered to the successful candidate must be in compliance with the City's Compensation Policy that's in place at the time of hire. Employee Compensation is specifically addressed in Administrative Policy 12-006.


Initial Start Date and Orientation

On the initial start date or prior to employment, new employees will complete all required paperwork as provided by Human Resources.

All new employees are required to attend new employee orientation which will be scheduled by Human Resources.

Unless otherwise approved by Human Resources, new employees will begin employment on the first day of a pay period.

Promotional Opportunities

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Promotional opportunities shall be made known to City employees through the distribution of position announcements and/or other appropriate means.

Qualified City employees may submit applications for consideration for promotional opportunities.

Except as otherwise approved by the City Manager, only City employees who have completed the initial probationary period may apply to be considered for promotional opportunities. Probationary periods for new and promoted employees are more specifically addressed in Administrative Policy 12-007.

Appointments for Department Director and Assistant City Manager Positions

In accordance with City Code, the City Manager reserves the right to appoint candidates to fill Department Director and Assistant City Manager positions.

In accordance with City Code, these positions are “at-will” and serve at the pleasure of the City Manager.

Reorganizational Appointments

The City Manager reserves the right to reorganize the organizational employee structure of the City and modify jobs, titles and responsibilities for the good of the organization and to better serve the needs of the City.

Appointments for Temporary Positions

Full-time and part-time merit status positions should be requested and justified in the budget process rather than requesting a temporary position.

Temporary employment is generally discouraged and shall be for no more than a one-year period.


Once an applicant is selected, the Department Director shall recommend to the City Manager or designee that the applicant be hired.

The Human Resources Department will prepare a letter offering temporary employment to the candidate for the City Manager or designee’s approval.

The offer will indicate that temporary employment will conclude on or before the end of the current fiscal year.

If the position is still needed at the end of the current fiscal year, a supplemental request justifying the continued need for the position shall be submitted through the budget process.

If approved, a change of status form indicating the Department’s wish to retain the temporary employee must be submitted to the City Manager or designee for approval.

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Per the City's Personnel policies, temporary employees are "at will" employees and are considered part of the unclassified service. Positions considered part of the unclassified service must comply with all City standards of conduct, but have limited privileges and employment protections as described throughout the City of Maricopa Personnel Policies and Procedures. Temporary employees are not considered Merit employees, and are not eligible to submit appeals to the Merit Board.

Temporary Employees Hired Through Third Party Agencies

In instances when a Department wishes to contract temporary employment through a third-party agency, the Department Director must prepare a memorandum for the City Manager or designee explaining why such a request is justified, how it will be funded and length of service needed. The Department Director shall receive approval from the City Manager or designee prior to contracting for temporary employment service.

All temporary positions hired for less than 90 days must be contracted through a third party agency.

The Human Resources Department will coordinate the employment contract with all third-party agencies. All such contracts shall be approved by the City Attorney and shall be executed by the City Council or City Manager in accordance with the City Code.

Responsibilities

Supervisors, managers and department Directors shall be responsible for informing their employees of this policy and ensuring that the policy is adhered to at all times.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

Policy Prepared by:




 Karen Shaffer
 Human Resources Director

 4.24.12

 Date

Policy Approved by:



 Brenda S. Fischer
 City Manager

 4/24/12

 Date

