

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-11-63 LGL 2011-0020
TITLE: HIRING FOR NON CIVIL SERVICE CLASSIFICATIONS EFFECTIVE DATE: April 20, 2011 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 This policy provides guidance to ensure compliance with applicable laws governing the recruitment, application and hiring process of new employees in exempt and exempt-confidential positions. It also provides requirements for the retention of recruitment records and reports.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy applies to the recruitment, application and hiring procedures of Managerial and Professional Exempt A (M&P Exempt A) and exempt-confidential positions in all City departments, except the Office of the City Attorney.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

- City of Spokane Charter – Chapter IV, Section 24 (Mayor)
- City of Spokane Charter – Chapter IV, Section 32 (City Attorney-Assistants)
- SMC 3.07.230 - Non Represented Employee Personal Service Contracts
- SMC 3.07.310 – Pay and Benefits.

City Policy ADMIN 0620-06-31 – Selection Interviews and Reference Checks.

4.0 DEFINITIONS

- 4.1 "Exempt-Confidential Positions" means positions that are at-will, are not classified within the Civil Service system and are not eligible to be represented by a bargaining unit.
- 4.2 "Managerial and Professional Exempt A Positions" means positions that, although represented, are at-will and are not classified within the Civil Service system.

5.0 POLICY

The recruitment for positions that are at-will and are non-classified by Civil Service shall be centralized in the Human Resources Department who will work with the department in which the position(s) reside. All employment contacts will be originated through the Human Resources Department, including direct contact with applicants and candidates for these positions.

6.0 PROCEDURES

6.1 Initiating Recruitment

6.1.1 Upon approval to hire, the Human Resources Department will conduct a review of the job description and salary. The job description shall contain all of the essential functions of the job. Any revisions to the job description and/or salary level shall be reviewed and completed by the Human Resources Department before beginning the recruitment process.

6.1.2 The Human Resources Department shall work collaboratively with the hiring department in identifying professional and targeted recruitment/advertising sources.

6.2 Advertising

6.2.1 The Human Resources Department shall place advertisements in the agreed upon newspapers, publications and websites. When appropriate, the Human Resources Department shall also simultaneously conduct targeted recruitment for underrepresented classes.

6.2.2 The hiring department is responsible for all costs associated with the recruitment, including advertisements.

6.3 Application Process

6.3.1 Applicants shall submit a cover letter, resume and exempt employment application to the Human Resources Department either by mail, fax, email, or in person. Application forms will be available on the City's web site at www.spokanecity.org/jobs/ and at the Human Resources Department.

6.3.2 If the hiring department so chooses, a supplemental questionnaire can be required as part of the application materials. The questionnaire will be developed by the Human Resources Department in cooperation with the hiring department.

6.3.3 The Human Resources Department will collect application packets, date stamp the application materials as received and retain applicant data as required by State and Federal law.

6.3.4 The Human Resources Department will screen resumes and applications for minimum qualifications. Qualified applicant materials will then be forwarded to the hiring department. The hiring department may request Human Resources Department assistance in determining the best qualified candidates during the preliminary review of applications.

6.3.5 As appropriate, a screening committee comprised of a representative from the Human Resources Department, the hiring department and other professionals may evaluate all qualified application materials to determine which candidates will advance to the selection process.

6.4 Selection

6.4.1 The Human Resources Department shall schedule all selection methods in coordination with the hiring department. All selection methods shall be conducted in accordance with City policy ADMIN 0620-06-31 – Selection Interviews and Reference Checks. The Human Resources Department shall provide guidance to ensure that appropriate and non-discriminatory hiring processes are followed in all selection methods.

6.4.2 The Human Resources Department will assist the hiring department to determine an appropriate starting salary offer. The Mayor or designee has the authority to offer the position at a different step

other than the entry level step, based upon the applicant's experience and willingness to accept the position. A job offer letter drafted by the Human Resources Department and signed by the Mayor or designee shall be sent to the successful candidate along with the salary and benefits information. This letter is for information only and does not constitute a contract.

6.4.4 Notification of non-selection to finalists will initially be made verbally by the hiring official. The Human Resources Department shall then provide follow-up written notification to the finalists who were not selected.

6.5 Post Offer Requirements

6.5.1 The Human Resources Department shall coordinate with the candidate and the hiring department to schedule a post offer pre-employment physical if necessary.

6.5.2 The Human Resources Department shall coordinate with the hiring department to schedule the employee for a new employee orientation upon hire.

6.5.3 The Human Resources Department shall assist the Mayor as needed in preparation of confirming resolutions for City Council approval of certain positions.

6.5.4 The hiring department and the Human Resources Department shall assist the Office of Management and Budget in preparation of emergency budget ordinances, as needed.

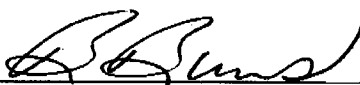
7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:



City Attorney (ASST)

4-1-11

Date



Human Resources Director

4/5/11

Date



City Administrator

4-5-11

Date