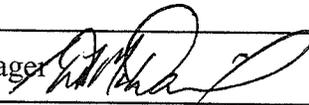


CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.62
TO: All City Staff
FROM: Dana L. McDaniel, City Manager 
SUBJECT: Standard New Hire Recruitment/Selection Process/Procedures for Full-Time and Part-Time Non-Union Permanent Positions
DATE: November 4, 2016
Supersedes and Replaces Administrative Order 2.62 dated October 17, 2001 Regarding Same Subject.

I. PURPOSE/SCOPE

The purpose of this Administrative Order is to establish a written policy communicating the standard recruitment/process/procedures which should be followed in hiring all personnel for Full-Time and Part-Time Non-Union Permanent Positions. (Specialized, written recruitment/selection processes/procedures already exist for Union positions and, therefore, the process/procedures contained in this Administrative Order are not applicable to those positions.) Specifically, this Administrative Order will:

- Assign authority and responsibility for selection process administration;
- Establish and describe standard recruitment/selection processes/procedures;
- Ensure that recruitment/selection processes/procedures are equitable and non-discriminatory in nature;
- Ensure that selection processes/procedures are performed in a uniform, consistent manner – to the extent practicable;
- Establish procedures for the storage and destruction of selection materials; and,
- Requires a periodic evaluation of the selection processes/procedures.

II. RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources is charged with:

- The authority and responsibility for the development and implementation of effective recruitment/selection policies and procedures.

- Authorized, through the efforts of his/her staff, to enforce compliance with these policies and procedures at all Departmental/Divisional levels.
- Providing periodic reports to the City Manager regarding the effectiveness of recruitment/selection efforts.
- Advising the City Manager regarding serious acts of non-compliance at the Departmental/Divisional level.
- Enforcing the procedures outlined in this Administrative Order until such time this Administrative Order is properly amended and signed by the City Manager.

As part of the recruitment/selection process administration, specific prerogatives will be retained by the hiring Department/Division. These prerogatives will include the identification of the specific staffing needs within their Department/Division; the identification of critical knowledge, skills, abilities, and other qualifications for their positions; the development of structured interview questions for use in Departmental/ Divisional interviews; the performance of interviews at the Departmental/Divisional level; and the evaluation and rank ordering of candidates at the Departmental/Divisional interview level.

III. RECRUITMENT/SELECTION PROCESS

The following standard components and procedures will comprise the selection process:

A. Announcement/Advertisement & Receipt of Applications

1. Department/Division and Division of Human Resources identify critical knowledge, skills, and abilities for current vacancy. This may or may not include updates in the current job description. The Division of Human Resources places the advertisement and/or posts/circulates the job vacancy announcement which would include minimum/preferred qualifications, application deadline, rate of pay, and any other information deemed relevant.
2. The recruitment announcement/advertisement will be publicized at least ten (10) days.
3. Each candidate with or without accommodation is required to complete the online Employment Application. Without the completion of the online Employment Application, the candidate will not be given further consideration for employment with the City.

B. Screening of Applications

1. The Division of Human Resources will screen all applications based upon the established minimum qualifications, and forward the qualified candidates to the hiring Department/Division for further consideration.
2. Those candidates not forwarded to the hiring Department/Division for further consideration will be notified by the Division of Human Resources within a reasonable period of time following completion of the application screening process.

C. Structured Interviews

1. The Division of Human Resources and the Department/Division hiring manager will structure the interview process appropriate to assess the knowledge, skills, and abilities needed of the position. This may or may not include 1 to 3 panel interviews made up of representatives from the Department/Division and a representative from Human Resources. Under the direction of the Division of Human Resources, these interviews will be structured in nature and will be conducted using only job-related, nondiscriminatory procedures including behavioral based interview questions. These core behavioral questions must be asked of every applicant.

D. Determination of Preferred Candidate

1. At the conclusion of the interview process the hiring manager, in consultation with the Division of Human Resources, will identify the preferred qualified candidate
2. Candidates who have been interviewed but not selected will be notified within a reasonable period of time.

G. Conditional Offer of Employment

1. Once a determination has been made regarding the preferred candidate, the Division of Human Resources will determine an appropriate starting rate of pay to be offered. This will be determined by analyzing the strength of the preferred candidate's qualifications in relation to the pay range and established minimum qualifications for the position, and the qualifications and rates of pay for existing employees within the same or similar job classifications.

(In accordance with Administrative Order 2.57, the Director of Human Resources has final authority regarding the rate of pay to be offered.)

2. A conditional offer of employment will be conveyed verbally by the Division of Human Resources to the preferred candidate. During this verbal offer, the established employment offer checklist will be used to document all facets of the offer. The verbal conditional offer will be followed by a formal conditional offer letter.
3. Each candidate will be required, at time of conditional offer, to complete the "Fair Credit Reporting Act Notification and Acknowledgement" Form, acknowledging that the City may obtain and use a variety of consumer or investigative reports (e.g. credit, criminal record, driving record, etc.) in assessing his/her suitability for employment.
4. The conditional offer letter will explain that the employment offer is conditional upon the candidate passing the required pre-employment drug test, a criminal record check, reference checks, a driving record check, and medical examination (if applicable). The conditional offer letter will also contain reference to the required probationary period, if such is applicable. (All positions within the classified service require the service of a probationary period; positions within the unclassified service do not require the service of a probationary period, as the incumbents of such positions serve at the pleasure of the City Manager.)
5. The formal conditional offer letter will be accompanied by all written materials regarding compensation and benefits.

I. Driving and Criminal Record Check

1. Each candidate to whom a conditional offer has been extended, will be subject to a criminal record check and driving record check in accordance with the Fair Credit Reporting Act.
2. The candidate may also be required to be provide finger prints in order to conduct an "out of state" screening through the FBI or further "in-state" screening by the State of Ohio, Bureau of Criminal Identification and Investigation (BCI).

3. Each candidate's Criminal Record and Driving Record will be scrutinized for acceptability. Any determination regarding a candidate's eligibility will be based on the substance of each candidate's record relative to valid, job-related considerations.
4. Evidence of non-disclosure, inconsistencies, falsification, or an unfavorable driving/criminal background check may result in disqualification from further consideration. Disqualified candidates will be notified by the Division of Human Resources, in writing, within a reasonable period of time following the decision to disqualify in accordance with all Fair Credit Reporting Act requirements.

J. Reference Check

1. Each candidate to whom a conditional offer is extended will be subject to a reference check, which will be conducted by the Division of Human Resources. Reference documentation will be noted in the personnel file.
2. The purpose of this reference check is to verify employment dates, positions held, duties/responsibilities, and to determine whether the candidate possesses an acceptable record of performance, conduct, and behavior.
3. Evidence of non-disclosure, inconsistencies, falsification, or a candidate who receives an unfavorable reference report may be disqualified from further consideration and have any conditional offer previously extended withdrawn. In the event such a decision is made, the candidate will be notified by the Division of Human Resources, in writing, within a reasonable period of time following the decision to disqualify.
4. Any decision to disqualify a candidate from further consideration will be based on the substance of the reference check relative to valid, job related considerations.

K. Pre-Employment Drug Testing

1. Each candidate to whom a conditional offer is extended will be required to submit to and pass a urinalysis to detect the presence of illegal drugs, or legal drugs which may have been obtained and used illegally, in his/her system. The candidate will be required to report

for the pre-employment drug test within two (2) business days of receiving the City's written conditional offer.

2. For administrative procedures regarding pre-employment drug testing refer to Administrative Order 2.40 Pre-Employment Drug Testing Program.

L. Medical Examination (If Applicable)

1. Each candidate to whom a conditional offer is extended will be subject to a complete and thorough medical examination, if applicable, based upon the nature of the job classification for which the candidate is being considered. The medical examination will be conducted by a licensed physician, as selected by the City of Dublin, and will be at the City's expense. The medical examination will be administered for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of the respective job classification and that no medical condition exists that would pose a direct threat to the health or safety of candidate himself/herself or others.
2. Results of the medical examination will be forwarded to the Division of Human Resources for consideration. The results of medical examinations will be kept strictly confidential.
3. Should a candidate receive an unfavorable medical report which identifies that the candidate possesses a medical condition that does not allow the candidate to perform the essential functions of the job, and there would be no reasonable accommodation available which would allow the candidate to perform the essential functions, or the candidate would pose a direct threat to the health or safety of the candidate him/herself or others, the candidate may be disqualified from further consideration by the Director of Human Resources.
4. Should a candidate be disqualified, the candidate will be notified by the Director of Human Resources, in writing, within a reasonable period of time following the decision to disqualify.

M. Unconditional Offer of Employment

1. Once the above referenced conditions have been satisfied, the Division of Human Resources will notify, both verbally and in written, that the offer is unconditional in nature.

2. A start date will then be identified and provided to the hiring Department/Division, the Department of Finance, and the Division of Information Technology.

N. Appointment & Probationary Period

Upon written acceptance of the City's employment offer by the preferred candidate, the candidate will be appointed to the position in probationary status for a period of six (6) months. All classified positions covered by the scope of this Administrative Order require the service of a six (6) month probationary period.

IV. SELECTION PROCESS VALIDITY, UTILITY, ADVERSE IMPACT

The selection process shall include elements/components which have validity, utility, and minimum adverse impact and are designed to achieve equal opportunity of employment at all levels within the City.

VII. ADVERSE IMPACT – MINIMIZED

It shall be the policy of the City of Dublin to minimize adverse impact in the selection process.

VIII. ADVERSE IMPACT – DOCUMENTATION

It shall be the policy of the City of Dublin to maintain, on file, records and data used to monitor adverse impact in the selection process.

IX. SELECTION PROCESS: SELECTION COMPONENTS/INSTRUMENTS

Any selection component/instrument utilized as part of the selection process shall have validity, utility, and minimum adverse impact.

X. SELECTION PROCESS: OUTSIDE ADMINISTRATOR

All elements of the selection process administered or provided by an outside organization or vendor shall meet requirements of validity, utility, and minimum adverse impact.

XI. SELECTION PROCESS UNIFORMITY

It shall be the policy of the City of Dublin that all elements of the selection process be administered, scored, evaluated and interpreted in a uniform and equitable manner.

XII. SELECTION MATERIAL STORAGE

Selection materials shall be stored in a secure area when not in use, and only those persons with a “right to know” shall be granted access to the materials.

XIII. SELECTION MATERIAL DISPOSAL

It shall be the policy of the City of Dublin that whenever selection material is to be disposed, it shall be disposed of in accordance with the established record retention/destruction schedule approved by the City Records Commission and shall be disposed of in the specified manner by the City Records Commission.