Job Posting Policy

1.0 Purpose

The purpose of the job posting policy is to ensure positions are made available to potential applicants.

2.0 Policy Details

Recruiting for an existing, vacant or soon to be vacant position is initiated by the Department Head by completing the Request for Personnel Form and sending it to the Human Resources& Risk Management Director and Mayor that the position is vacant or being vacated and providing a recommendation to fill or not fill the position. If the position is approved to be filled,Human Resources & Risk Management will begin the recruiting process.

Request for a new position requires the advice of the Mayor and the approval of the Personnel Committee and the Council. Positions in the Electric, Wastewater and Water Utilities also require Utilities Committee approval. The next step in the procedure is contact with the Director of HumanResources & Risk Management. The Director will add the request to hire to the next Personnel Committee Agenda. The committee will be provided with a Job Title, Position Description and recommended pay range as determined by the Springsted Study.

Police (excluding dispatchers) and/or Fire Department positions are recruited with the approval ofthe Police and Fire Commission. There is no Personnel Committee involvement, unless a new position is created. The Director of Human Resources & Risk Management or designee will participate in the interview process.
Posting of the positions (new or replacement) internal and external will occur concurrently. Theposting will take place on the City's Website and other advertising options such as websites and/or newspaper.

All applications shall be submitted to and reviewed by the Human Resources & Risk ManagementDepartment. The Interview Panel will consist of the Department Head or designee, a member ofthe Common Council and other appropriate City employee(s) or non-City employee(s) with the appropriate technical/professional background. The Director of Human Resources & Risk Management will participate in all interviews.

The Human Resources & Risk Management Department along with the Department Head will develop questions for the prospective interviews and develop benchmark answers for those questions. The Human Resources & Risk Management Department will provide the protocol and forms to be used by theInterview Panel.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Council Approved