Hiring Policy – Full & Part-Time Positions

(Does Not Include Leadership)

1.0 Purpose

2.0 Policy Details

The Department Director will review the position description to see if changes are needed.
IF NO: Go to section one (1) "Recruiting for an Existing Position with No Changes to the Position Description".
IF YES: Go to section two (2) "Recruiting for an Existing Position with Changes to the Position Description".
If creating a new non-leadership position: Go to section three (3) "Creating a New Non-Leadership Position with a New Position Description".
NOTE: Police, Fire (excluding dispatchers), and Library personnel are hired by the Police and Fire Commission and Library boards, respectively, in accordance with state statutes. The Personnel Committee and City Council are not involved in the hiring of these positions. The Human Resources and Department Director works directly with the PFC and Library Boards in regards to job posting, candidate selection, interviews, background checks, and offer of employment. The Human Resources and Department Director reviews the position description and sets the schedule for hiring with the Department Director.

I. Recruiting for an Existing Position with No Changes to the Position Description
Leadership notifies the Human Resources and Department Director regarding the opening.
See Procedure.

II. Recruiting for an Existing position with Changes to the Position Description
Leadership contacts the Human Resources and Risk Management Director the opening along with the position description changes. The Director of Human Resources & Risk Management reviews the requested changes.
Minor changes to Position Description: wordsmithing, adding duties of the same nature; with no grade level changes the Director of Human Resources & Risk Management will approve the changes and update the position description. Human Resources will start the recruiting process.
Major changes to Position Description: new duties that will affect the grading of the position. Position description will be updated and graded. The Director of Human Resources & Risk Management will meet with the Department Director to discuss pay grade and if funding is available. If yes, position description will be presented to the Mayor, Personnel and Finance Committees. If approved, the Director of Human Resources & Risk Management will present to Council for final approval.
If approved by Council approval the recruiting process will begin.
See Procedure.

III. Creating a New Non-Leadership Position with a New Position Description
Request for a new position requires the advice of the Mayor and recommendation from the Personnel and Finance Committees to go to Council for final approval. The Department Director will work with the Director of Human Resources & Risk Management to write the position description Human Resources will complete the position grading. The Personnel Committee will be provided with a Position Description and recommended grade level.
If denied by the Personnel or Finance Committee: no action will be taken.
If approved by the Personnel Committee: The Director of Human Resources & Risk Management will forward the request to Finance and Council. Council will be provided with the resolution, a Position Description and recommended grade level.
If approved by Council the recruiting process will begin.
See Procedure.

3.0 Procedures

Human Resources will post the position. Recruiting occurs concurrently both internally and externally. The posting will take place on the City's Website and other advertising locations. An email regarding the open position is also sent to City Network employees and a hard copy posted at City Hall.
All applications shall be submitted to Human Resources for review. The Director of Human Resources & Risk Management will review the applications.
Human Resources will work with the Department Director or Designee to determine the number of candidates to be interviewed (minimum of one (1) up to five (5)). Human Resources and Department Director or Designee will select the interview panel. If possible, a member of Council will be present during interviews (does not include LTE, Part-time or Seasonal positions).
Following the interview, the panel will discuss the candidates and determine if a second round of interviews is needed or if they have a recommendation for hire. The Department Director and HR Director will work together to determine candidate is selected for hire, If they are unable to reach a decision, the Mayor will review and make the final decision. Second interviews are not required.
The final candidate is screened by Human Resources including: background check, drug/alcohol screening, physicals, reference verification and any other screening deemed necessary for the position.
Human Resources will contact the final candidate to make the contingent offer and send a contingent offer letter of employment to the candidate. The offer will include the position title, compensation, status along with the start date and time. Orientation of the new employee will be conducted by Human Resources
Candidates who were interviewed, but not selected, may be considered for up to one year for like positions.

4.0 Exhibits / Appendices / Forms

5.0 Council Approved

July 9, 2019

Revised- 4/29/2021