RECRUITMENT PROCEDURES

Authority

Guidelines for the recruitment of positions are codified in the Personnel Merit System at Chapter 2-14 of the Broomfield Municipal Code.

Introduction

The Human Resources Department (HR) is responsible for coordinating the recruitment process with the hiring manager (Determined by the Department Head in each Department). The appointment of the most qualified applicant to a position vacancy requires a team effort between the hiring manager, the Department Head and the designated HR staff member. The following provides a step-by-step process for hiring managers to follow when filling a vacant position.

If the department has a need for temporary staffing and has the available funds, the department should contact Human Resources to see if the City and County has a temporary employee for the assignment. To request a Clerical Substitute, the Clerical Substitute Request form must be completed by the hiring manager and approved by Finance. If the temporary need cannot be filled in this manner, the department may contract with an outside staffing firm ensuring compliance with the Finance Department's rules regarding temporary staffing. Any contract for outside service must be reviewed by a staff member from the City and County Attorney's office prior to the letting of the contract.

Supervisor/Hiring Manager Responsibilities

If position is new to the City and County

Complete the job analysis questionnaire or prepare a draft of the new job description. Forward to HR with any additional information regarding required job duties, responsibilities, and education and experience qualifications. The job description is reviewed and approved by HR and a salary survey is conducted if a pay range has not yet been set for the position.

If the position is not new to the City and County

Review the job description and make any necessary changes. This information is forwarded to HR. The job description is reviewed and approved by HR and a salary survey is conducted, if necessary.

Complete the online Personnel Requisition Form in the Neogov system (www.neogov.com) - please contact your HR rep if you are not already set up with a password in this system and if you need help with the online form.

The online Personnel Requisition will be routed electronically for approval to the department head, Budget Manager, Director of Finance, and the City and County Manager.

The Budget Manager and Finance Director check to ensure that the position is approved in the budget and funds exist in the requesting department's personal services account. If approved by both, it is forwarded to the City and County Manager. Once approved electronically, HR can process the request. **It is the Hiring Manager's responsibility to route and obtain all electronic signatures.**

Authorization to fill the position.

All positions require approval by the City and County Manager or Deputy City and County Manager.

Receipt of the approved Personnel Requisition Form.

The assigned HR staff member will contact the Hiring Manager to discuss the recruitment process. Issues to be discussed may include:

Whether to start the process internally or to post concurrently to internal and external candidates.

Where to advertise? Newspapers, trade journals, special postings, trade/job fairs.

Developing and reviewing interview questions. Identifying interview board members.

Developing skill tests and evaluation techniques to measure the applicant's ability to perform the required job duties and responsibilities.

Establishing the Action Plan (set mutually agreed deadlines and develop a schedule for completing each step of the recruitment process).

HR Staff Member Responsibilities

Prepare the position announcement and supplemental questions (if applicable) within three days of the receipt of the approved Personnel Requisition Form (as long as job description and salary range are approved).

Positions must be posted for a minimum of five days (temporary positions can be filled without a formal recruitment process). Please note: all full-time and part-time positions must go through a recruitment process (including conversions from part-time to full-time or vice versa) unless the

recruitment falls under the definition of a provisional appointment or lay-off or if there is an existing eligibility list. A provisional appointment may be authorized to a) fill the position of an employee on extended leave, or b) prevent undue delay or serious interference with the provision of necessary public services. The provisional appointment is used sparingly and cannot be used to avoid going through the recruitment process. **All provisional appointments must be approved by the City and County Manager.**

Conduct frequent reviews of the completed applications and determines if applicants are qualified. The HR staff member may consult with the Hiring Manager if unsure of qualifications. Upon request, the Hiring Manager may review all applications.

Applications may be sent to the Hiring Manager, using the NeoGov system. It will then be the Hiring Manager's responsibility to log into the NeoGov system and review the electronic applications.

In consultation with the Hiring Manager, **the HR staff member** determines which applicants will be interviewed. If applicable, clerical, skill tests or other written evaluations are administered prior to the interview. These evaluations may be scheduled using the NeoGov system. Human Resources will create an evaluation schedule and it will be the responsibility of the applicant to schedule an evaluation time, using the NeoGov system.

The Broomfield Municipal Code permits preference to Broomfield residents in hiring where the Broomfield resident is eligible and as qualified as non-Broomfield residents. Broomfield residents who meet the qualifications and who have suitable backgrounds may be interviewed prior to interviewing non-residents (Especially for entry-level positions).

The Hiring Manager will prepare a grid listing each qualified applicant and assigns a rating to each applicant based on strengths and weaknesses. One way to score the applicants would be to use a rating system like "A", "B", "C", etc., with "A" being the applicants most qualified, "B" being qualified, "C" being marginally qualified, etc. This will help the Hiring Manager and Human Resources in determining which applicants to select for an interview.

Generally, the HR Department (other arrangements can be made after consultation with the Hiring Manager) **schedules the interviews**.

Interview Team

It is recommended that the team consist of a HR staff member and at least one representative from the hiring department. It is not necessary for the HR staff member to sit on all interviews for part-time and temporary positions.

Human Resources will notify applicants of available interview days and times, as well as schedule interviews using the NeoGov system. In most cases, the applicant will have the ability to log into the NeoGov system and choose their interview day and time from a listing of available interviews. Human Resources will then provide each member of the interview team with a schedule of interview (s) and location.

It is the interview team's responsibility to make a determination as to which applicant is best suited for the job after completing the interview forms. The interview team must score each section, indicating the strengths and weaknesses of each applicant, and must sign and date each interview form. Broomfield is an **Equal Opportunity Employer** and does not discriminate on the basis of any protected class. The Broomfield Municipal Code also directs that Broomfield residents be given preference in hiring where the Broomfield resident is eligible and as qualified as non-Broomfield residents. Veteran's preference points are added to the passing score of preference eligible candidates.

If required, **the Hiring Manager** or Department Head may wish to conduct second interviews consisting of at least two finalists. Strengths and weaknesses of finalists must be documented in order to justify the final selection.

Once the finalist is selected for internal and/or external postings, the HR staff member will:

Conduct a driving record check through the DMV (if required for position)

Conduct a local background check through the Broomfield Police Department and check the sex offender registry list (The Police Department handles this part if the position is in the Police Department).

Conduct an on-line criminal background check.

For Health and Human Services employees only – check child abuse registry.

Conduct references checks (generally at least three businesses and three personal checks). The Police Department handles this part if the position is in the Police Department.

Schedule a computer voice stress analyzer examination or polygraph for the finalist (if required for position)

Conduct agility test (if established for the position)

Upon completion of the above, **the HR staff member** will review results with **the Hiring Manager and Department Head, if applicable**. If the finalist passes all of the above, **a memorandum will be prepared by the Hiring Manager to justify hiring this particular applicant for the position. The justification may include qualifications (experience, education, skills), strengths, weaknesses, summary of references, results of background checks and other testing. A template will be developed for departments depending on the position. This memorandum will be routed to the Department Head for review and signature. <u>Please note that division head positions and above along with positions of high public profile will be routed to the City and County Manager's office for approval</u>. Positions not requiring City and County Manager approval will be approved by the Director of Human Resources per delegation from the City and County Manager. This includes both internal and external postings. No job offer will be extended until the memorandum is approved by the appropriate authority.** ***Please Note: A job offer above the minimum must be reviewed by the Budget Manager and approved by the Director of Human Resources prior to an offer being made to the finalist.*** *The Hiring Manager will document the reasons for the higher pay in the hiring memorandum. See template attached.*

The HR staff member will **schedule the drug screen for the applicant. Upon successful completion of the drug screen, the HR staff member will** extend the conditional job offer and will explain the benefit program. The offer is finalized once the following tests are completed in a satisfactory manner:

Psychological (if required for position)

Medical Examination (if required for position)

After satisfactory completion of the post-offer requirements and consultation with the **Hiring Manager**, a start date is established. **The HR Staff member** advises the finalist of the time and date of his/her first day of employment and advises the **Hiring Manager**. Departmental orientation will be scheduled on the first day of employment. **Employees must report to Human Resources on the first day of their employment to complete their I-9 form. This form must be completed on or before the employee's first day of employment. Thereafter, a benefits orientation will be scheduled with Human** Resources.

Post-Employment Criminal Background Check

All new employees must report to the Police Department to be fingerprinted. The fingerprint cards are forwarded to the Colorado Bureau of Investigations for processing of a criminal background check. Processed cards are returned to

Human Resources and any discrepancies between the processed fingerprint card and employee's application form and interview answers are reviewed with the employee. If an employee is found to be in violation of the Personnel Merit System, he or she may be subject to disciplinary action, up to and including dismissal. Returning employees will be subject to an updated criminal background check using an on-line system and will be subject to the same rules under the Personnel Merit System.

Acting or Interim Positions:

The City and County of Broomfield retains the right to modify or change the duties or essential tasks and additional functions of the job at any time.

There may be instances when an employee is assigned temporary duties that substantially change the employee's essential required tasks and job duties. The department may select from the following options when there is a substantial change in the employee's duties:

1. A department head or appointing authority with approval from the City and County Manager (or designee) may recommend appointing the employee to an acting or interim position not to exceed 90 calendar days unless re-authorized by the City and County Manager (or designee); or
2. A department head or appointing authority may assign the duties to the employee and consider a merit bonus following the successful completion of the temporary assignment; or
3. A determination may be made that no action is required if the duties are substantially equivalent to the current position.