



## **Internal & External Recruitment and Hiring Policy**

**Scope: Citywide**

### **Policy Contact**

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**Effective Date: 10/01/19**

### **Monitoring**

The Human Resources Department is responsible for enforcing this policy.

### 1. Purpose

The purpose of this policy is to establish guidelines for filling positions at the City of Sacramento (City). This policy is intended to balance operational efficiency with the City's dedication to attracting diverse applicants, along with efforts to provide upward mobility opportunities for internal candidates.

### 2. Scope

This policy applies to all departments and employees of the City.

### 3. Policy

#### **Open Recruitment Required**

3.1 It is the policy of the City to fill positions by way of an open recruitment when the position falls in any of the following categories:

- Entry level;
- Administrative/Program Analyst, Administrative Officer, Program Specialist, and Program Manager (Administrative Series), unless in a specialized workgroup;
- Not in the natural line of progression/promotion in a job series;
- Division manager and above.

#### **City-Only Recruitment Acceptable**

3.2 Departments have the option to attract and draw solely from current employees possessing the desired qualifications when the position is:

- A position in the Administrative Series in a specialized workgroup; or
- The advanced journey level or higher classification in a job series; or
- Where a City classification requires specific City experience to qualify, such as, but not limited to: Utilities Operations and Maintenance Supervisor, Utilities Operations and Maintenance Leadworker, Traffic Worker II, Senior Maintenance Worker, Senior Integrated Waste Equipment Operator.

#### **Limited Waivers to City-Only Recruitments**

3.3 The Human Resources (HR) Director may grant a department's written request to waive participation in the City-only recruitment process in the event of an urgent need.

- a) The department must demonstrate the following in the request:
  - i. The vacant position requires highly specialized knowledge;

- ii. Few employees have the required experience and skills;
  - iii. Failure to fill the vacancy immediately will be detrimental to the department's ability to provide critical services.
- b) The request for waiver must be in writing, must include the proposed candidate's detailed application. Requests must be submitted to the HR Manager of Employment, Classification, and Development to determine eligibility.
  - c) The HR Director shall make the final determination in consultation with the City Manager.
  - d) If approved, the department may appoint the proposed candidate. If not approved, the department must proceed with the established recruitment process.

3.4 The City Attorney, City Auditor, City Clerk and City Treasurer may exempt a recruitment from the requirements of Sections 3.1-3.3 with written notification to the HR Director.

#### **4. Requisition Procedures**

4.1 The hiring manager or authorized designee submits a requisition to HR and specifies the type of list requested: Open (select "Regular" in the requisition system) or City-Only (select "Promotional Only" in the requisition system).

If the request is for a City-Only list, the hiring manager or authorized designee will need to provide a justification in the comments section in the system.

4.2 The HR technician will forward the City-Only requisition request to his/her supervisor for review and approval.

4.3 HR will notify the hiring manager or his/her designee of the decision.

#### **5. Accountability**

5.1 All managers are accountable for identifying the staffing needs of their department and providing a rationale as to whether an open or City-only recruitment is appropriate.

5.2 HR will post the job notification, screen candidates according to qualifications, and enforce this policy.

#### **6. Consequences of Non-Compliance**

Non-compliance with this policy may result in the delay or denial of recruitment efforts.

## 7. Key Terms/Definitions

### City-Only Recruitment

Recruitments where only City employees are eligible to apply.

### Natural Line of Progression/Promotion

A structure where positions are differentiated by levels of skills and fall into natural skill progression, i.e., duties from a position develop the skills required for the more complex duties required by the position above it. Moreover, lower level positions provide a natural (internal or paraprofessional) source of supply for the higher-level position along the progression line. Training to advance to the next level is typically provided at the lower level. Lines of progression are usually identified in Memorandums of Understanding, which can be located on the City's website.

Examples include, but are not limited to:

- Construction Inspector I/II/III
- Deputy City Attorney I/II, Senior Deputy City Attorney
- Development Services Technician I/II/III, Associate/Assistant/Junior Planner
- Development Services Technician I/II/III, Building Inspector I/II/III, Building Inspector IV
- Engineering Aide I/II, Engineering Technician I/II/III, Senior Engineering Technician, Senior Landfill Engineering Technician
- Geographic Information Systems Specialist I/II/III

### Open Recruitment

Recruitments open to all candidates who meet minimum qualifications.

### Specialized Workgroup

A group within a City department that has responsibilities which require highly responsible, complex, and professional-level subject matter knowledge of City systems, functions, and operations, in order to carry out day-to-day duties and responsibilities to meet critical City deliverables. Specific knowledge is critical at entry in order to ensure minimal disruption to City operations.