



<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A22</b>
<b>SUBJECT: FILLING OF JOB VACANCY</b>	<b>EFFECTIVE DATE: 10/24/2019</b>
<b>FROM: DR. CRYSTAL CALDERA, CITY MANAGER</b>	<b>LAST REVISION DATE: 2/16/2023</b>

A. **PURPOSE**

To comply with the City of Leon Valley Personnel Manual, state and federal laws, and to centralize and streamline hiring procedures. It is the objective of the City of Leon Valley to find and recruit the best-qualified candidates for job vacancies.

B. **RESPONSIBILITIES**

1. The City Manager is responsible for providing fair and equal opportunity to all qualified persons seeking employment with the City. The City Manager delegates the hiring selection to the Human Resources Department, but the City Manager retains final approval authority for all hiring.
2. The Human Resources Department will be responsible for assisting Department Heads in the conducting of pre-employment job vacancy procedures, the distribution, and receiving of applications, job advertisements, and application record keeping. The Human Resources Department will also be responsible for the procurement, administration, and evaluation of all written examinations.
3. The Department Head is responsible for notifying the City Manager and Human Resources Department of job vacancies and to follow this policy.

C. **DEFINITION OF TERMS**

1. **Regular Employee** – An employee designated to fill a budgeted non-temporary position, either full-time or part-time, and who is not considered to be a probationary employee.
2. **Temporary Employee** – An employee hired for a specific length of time, usually less than six (6) months, to meet short-term needs. Temporary Employees service time may be extended with the City Manager’s approval.
3. **Part-time Employee** – Any regular or temporary employee working less than a 19 (nineteen) hour work week.

4. **Probationary Employee** – An employee who has been appointed to a budgeted position but has not successfully completed the initial probationary period.
5. **Volunteer** – A person who donates their services without any expressed or implied compensation.

D. **PROCEDURES FOR FILLING JOB VACANCIES**

1. When a Department Head is notified of a job vacancy within their department and desire to fill the vacant position (a Department Head can elect to leave a position vacant for an extended period of time), they will notify the Human Resources Department providing the title of the position to be filled, any revisions to the job description, the selection criteria, and any other information required to advertise the position on the requisition form (**Attachment A**).
2. Prior to submitting the job requisition form for City Manager consideration, the Department Head will select the criteria to be utilized in the filling of the vacant position. One or more of the following selection criteria will be utilized to determine the most qualified applicant:
  - **Oral Examination** – An oral examination or interview may be used to elicit information regarding the abilities of the applicant not readily obtained in a written examination. All interviews will be structured and more than one interviewer may be utilized to reduce subjectivity. If an interview board is to be utilized, the following guidelines will be used:
    - a) The members of the interview board will be appointed prior to the posting of the job notice;
    - b) Generally, the Department Head will not sit on the Review Board except when the position being filled is that of the Assistant Department Head. Exceptions to this policy must be approved by the City Manager.
    - c) Individuals from outside the department may sit on the board. These individuals can be from other City departments or from other cities.
  - **Written Examination** – A written examination may be used if it is objective and valid.
  - **Performance Testing** – A performance test requiring the applicant to perform a task that will help determine ability and manual skills for a job, such as a typing test for a clerk, may be used.
  - **Physical Testing** – Jobs requiring physical ability (such as police, fire, or public works) may require a physical test. The test must be qualifying and may consist of a test of physical strength, ability, and/or coordination. Each department will use the same standardized physical test for all similar job applicants.

- **Evaluation of Education, Training, and Experience** – This evaluation will be based on information in the application form, from other data secured through the interview process, or from other sources, and will be subject to investigation for truth and completeness.

All examinations for employment used by the City shall be valid, appropriate for the job recruited for, and reliable as determined by the Department Head and Human Resources Department.

3. The Department Director will forward the requisition to the Finance Director for review of accounts and funding for the position to be filled.
4. The Department Director will forward the vacancy materials, to be included with Attachment A, to the City Manager for review and approval. The City Manager will review the recommendations and, based upon the needs of the City, will either approve or disapprove the requisition. On the requisition form, the City Manager will make a determination on how long the position is to be posted internally, or externally (five (5) to 14 (fourteen) days.)
5. The completed Employee Requisition Form will be returned to the Human Resources Department for distribution and maintenance in the appropriate file.
  - a) If the Employee Requisition Form is approved, the position will be filled according to the applicable procedures as outlined in this Procedural Directive.
  - b) If the Employee Requisition Form is not approved, it will be noted on the requisition form, and returned to the originating department.
6. Position/Advertising of Vacancy
  - a) Once the City Manager has approved the filling of a position, and the selection criteria have been developed, the job notice will be provided by the Human Resources Department to all the employees for the required period of time.
  - b) The Human Resources Director is also responsible for posting the advertisement for public recruitment.
  - c) If at the end of the posting period, the Department Head is not satisfied that a sufficient quantity or quality of qualified persons have applied, the position may be reopened to public recruitment for an additional week.
7. Selection Procedures
  - A. All individuals interested in employment must complete a City of Leon Valley Employment Application form. The application will be reviewed by the Human Resources Department to determine if the prospective employee fulfills the minimum requirements of education, training, and experience for

the posted vacancy. Minimum requirements are those listed in the job description at the time of the vacancy announcement.

- B. Applications that meet the minimum qualifications will be discussed with the Department Head or designated individual for further processing. All other applications will have the Applicant Evaluation Form (**Attachment B**) completed by the Human Resources Department and the Department Head. A copy of this form will be maintained with the application.
- C. Applications fall under the Open Information Act and applications may be released to the public with Attorney General-approved redactions.
- D. Whenever possible, at least three (3) of the most qualified applicants will be chosen for further screening. All applications not considered for further screening by the Department Head will have a completed Application Evaluation Form (**Attachment B**) attached to the application denoting the reason(s) for no further action.
  - a. Once the top candidate(s) has been determined by the Department Head and Human Resources Director, that candidate will undergo further screening. This process will include but is not limited to the following:
    - Each individual considered for hire must provide proof of U.S. citizenship or employment eligibility as prescribed by rules adopted by and on forms provided by the Department of Homeland Security (I-9). These records will be filed and maintained according to the City's records retention schedule.
    - Background check, to include the verification of work history, references, criminal history (if applicable), and verification of verifications/education.
  - b. After reviewing all examination results, back-ground checks and drug screening from the most qualified candidate(s), the Department Head will recommend their choice(s) to the City Manager in writing. Based on the available information and data, the City Manager will make the final selection. Upon making this selection, a written offer of employment will be made to the prospective employee.
    - I. If applicable, the prospective employee will be required to undergo a physical examination which will be performed at the City's expense. This examination is designed to ensure that the prospective employee meets minimum standards as outlined in the job description. If the prospective employee fails to meet the minimum standards, the City will attempt to assist the prospective employee by examining different avenues under which the prospective employee could perform the necessary minimum job functions. If this is

not possible, he/she may be disqualified for the position for which he/she was conditionally hired.

- II. Prospective employees for employment in a budgeted position must undergo a drug screening test to be performed at the City's expense. Individuals who do not pass this test will not be considered for employment with the City. Individuals appointed to temporary, part-time or volunteer positions may be required on a case by case basis to undergo a drug screening test.
  
- E. When a job opening occurs at the Department Head level, the same selection process will be used to find a replacement. The City Manager shall appoint Department Head positions, and affirm appointment upon the consent of the majority of the City Council at a regular Council meeting.
- F. The City Manager may fill any position on an interim basis if it is determined to be in the best interest of the City. Persons filling an interim position are eligible to compete for the position during the recruitment process.
- G. Employees who are in a probationary status may not compete for job vacancies until after they have successfully completed the probationary period.
- H. If a job opening occurs within six (6) months of the job initially being filled (defined as the start date of employment of the individual appointed to the position), the City Manager, upon the request of the Department Head, has the option of reviewing and selecting applications received from the initial advertised opening.
- I. Exceptions to this policy may be granted by the City Manager following his/her receipt of a written request and forwarded to the Human Resources Office.

## **ATTACHMENTS**

A – Employee Requisition Form

B – Application Evaluation Form

Attachment A



DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REQUESTED POSITION TITLE: \_\_\_\_\_

IS THE POSITION AUTHORIZED BY THE CURRENT BUDGET?  YES  NO

AMOUNT CURRENTLY BUDGETED: \_\_\_\_\_

IF NOT BUDGETED PLEASE EXPLAIN PURPOSE AND PROVIDE JUSTIFICATION.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vacancy Materials Checklist:**  Job Description  Selection Criteria  Interview Board

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY FINANCE DIRECTOR ONLY**

**Account Numbers:** \_\_\_\_\_

**Percentage:** \_\_\_\_\_

\_\_\_\_\_

**Percentage:** \_\_\_\_\_

\_\_\_\_\_

**Percentage:** \_\_\_\_\_

\_\_\_\_\_  
Finance Director Signature

\_\_\_\_\_  
Date

APPROVE

DENY

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date

**RECEIVED BY HUMAN RESOURCE DIRECTOR:**

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

**Attachment B**

CITY OF LEON VALLEY  
APPLICANT EVALUATION FORM

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

**EVALUATION CRITERIA**

Only matters which are clearly related to job performance and the applicant's ability to perform the essential functions of the job should be considered. Race, sex, religion, national origin, age, disability, marital status, and other non-merit factors WILL NOT be considered.

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**COMPLETED BY THE HUMAN RESOURCES SUPERVISOR**

I have reviewed the application for employment and have determined the applicant  
( ) meets ( ) does not meet the minimum qualifications of the job description.

The decision is based on the following: (be specific in terms of skills, knowledge, abilities, work experience and/or education)

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\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

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**COMPLETED BY THE EMPLOYING DEPARTMENT**

The application of the applicant has been reviewed and ( ) recommend for an interview ( ) do not recommend for further consideration, ie, interview.

The decision is based on the following: (be specific in terms of skills, knowledge, abilities, work experience and/or education)

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\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DATE