

California City
City Council
Staff Report
City Manager, William W. Way, Jr.
HR Specialist, Michelle Pengilley

Status: X Routine

Meeting Date: June 19, 2007

ITEM: Change to Personnel Manual to Section IV-A # 1. Vacancy Announcements

BACKGROUND:

The City seeks to fill vacant or new positions from within from qualified applicants for five days before advertising to the outside to fill either a vacant or new position. This will increase morale and increase stability within City employees. The City has the discretion to hire outside if a qualified internal applicant is not selected.

SECTION IV. VACANCY ANNOUNCEMENTS/EXAMINATION/SELECTION PROCEDURES

IV-A. VACANCY ANNOUNCEMENTS AND APPLICATIONS

1. Vacancy Announcements.
 - a. Career opportunities are provided to all employees through promotion, transfer and other job changes. Job postings communicated to employees of the availability of jobs for which they may apply are based on their qualifications, including education, skills, work experience, past performance and attendance.
 - b. When a vacancy occurs in a Classified Field, or a new position is created, it is the policy of the City to recruit from internal applicants first. Said internal applicant must meet the academic and experience qualifications for the position(s). The interested employee must submit a City approved application along with a written request to the Human Resources Department stating the desire to be considered for the available position. Announced positions within the City of California City will be posted in City Hall and at each department for a minimum of five days.
 - c. At the Human Resource Director's discretion with the Department Heads input, the City of California City may choose to advertise outside or fill with a temporary employee. The position will be posted in at least one local newspaper following the

five days of inside internal recruitment.

- d. If the Human Resource Department has a list of qualified personnel either from part time or existing testing list, the department does not have to place notice of open positions. This list can only be used for 12 months.
- e. Announcements will specify the job title, the nature of the work to be performed, minimum requirements of the job, salary, and department.

Recommendation: Accept changes to personnel manual section IV-A # 1 to offer employment advancements to qualified internal applicants prior to advertising outside.

Fiscal Impact:
Not Applicable

Environmental Impact:
Not Applicable