

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: LARGE APPLICANT POOL RECRUITMENT PROCEDURES		Number: 13-8
		Effective Date: March 16, 2010
Department(s) Affected: HUMAN RESOURCES & RISK MANAGEMENT OFFICE		Supersedes: 13-8 dated 6/17/97, 11/04/97
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I. PURPOSE

To establish a policy and procedure regarding the employment application processes to be utilized by the Human Resources and Risk Management Director when recruiting for permanent positions in the City's work force when a large number of applicants is expected.

II. POLICY

It is the policy of the City Council that all job applicants will be provided an equal opportunity to be considered for employment, without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Further, it is in the best interest of the City to limit the size of such pool of applicants in recognition of the following: a) that the number of applicants needed for testing is relatively small considering the limited number of job openings in the City work force; b) that eligibility lists are generally maintained for one year only; and c) that processing and testing large numbers of applicants utilizes an unnecessarily large amount of staff resources and available funds.

Therefore, any of the employment application procedures set forth below may be used at the discretion of the Human Resources and Risk Management Director when recruiting for permanent positions in the City's work force. In addition, the Human Resources and Risk Management Director shall advise applicants of the procedure being used by including a description of the procedure on the employment opportunity announcement for the position.

III. DEFINITIONS

- A. Applicant Pool - the number of applicants who have applied for a particular job during recruitment period. The collection of candidates from whom selection(s) may be made for available positions.
- B. Applicant - any person who has filed an application, with the Human Resources and Risk Management Office, for employment with the City or promotion to another City position.
- C. Qualified Applicant - an applicant who complies with the recruitment procedures and meets the qualifications required for a position, as established in the Classification Plan Job Description and in the Equal Employment Opportunity announcement.

IV. PROCEDURE

- A. Random Selection Procedure. When, in the judgment of the Human Resources and Risk Management Director, a large number of applications will be received for a particular position, the following random selection procedure may be used:
 1. Prior to the beginning of the initial recruitment period, the Human Resources and Risk Management Director shall determine the maximum size of the applicant pool and will include such information on the Equal Employment Opportunity announcement for the position. Should the expected large numbers of applications fail to materialize, the Human Resources and Risk Management Director may utilize the procedure set forth in the Personnel and Employee Representation Rules.
 2. Upon completion of the initial recruitment period, all applications received shall be evaluated by the Human Resources and Risk Management Director to determine if they meet the minimum qualifications for the position.

3. If more than the specified number of qualified applications are received, the Human Resources and Risk Management Director shall use a method of random selection to reduce the number of qualified applicants to be examined to the specified number.
 4. Upon the establishment of the applicant pool, the Human Resources and Risk Management Director may begin the examination process.
- B. Limited Applications. When, in the judgment of the Human Resources and Risk Management Director, a large number of applications will be received for a particular position and the City wishes to limit the number of applicants tested solely for reasons of economy and efficiency, the following procedure may be used.
1. Prior to the beginning of the initial recruitment, the Human Resources and Risk Management Director shall determine the maximum size of the applicant pool and the number (if any) of alternates for the testing and will include such information on the Equal Employment Opportunity announcement for the position. In no case will the size of the applicant pool be set at less than 500.
 2. A limited number of clearly identified applications, specific to the particular recruitment and clearly identified as such, will be accepted for the recruitment. The total number of applications produced will equal one application for each applicant pool position. Applications for designated alternates will be distinct from the regular application.
 3. City staff will develop and implement an information and outreach program for all limited application recruitments to enhance the diversity of the applicant pool. The City will provide notice to potential applicants of the schedule and method by which candidates may obtain one of the limited number of applications.
 4. Any applicant who is determined by the Human Resources and Risk Management Director to have acted to obtain unfair advantage for themselves, or to limit the opportunity of other candidates to obtain one of the limited number of applications, shall be considered to have attempted to practice fraud on his or her application, and that person's application will be rejected, pursuant to applicable provisions of the City's Personnel and Employee Representation Rules. Notice of this provision of the Applicant Pool Procedure will be provided as part of the notice of the schedule and method by which candidates may obtain an application.
 5. Only applications determined as part of the specific limited recruitment will be accepted for inclusion in the applicant pool.
 6. If applicable, alternates will be admitted to the applicant pool and testing in the order that they obtained their application forms and only if, and in the same numbers, regular candidates do not appear at the examination.
 7. Following completion of the limited recruitment, the Human Resources and Risk Management Director will begin the examination process of all applicants, as defined in the Equal Employment Opportunity announcement, and review the applications received for compliance with the recruitment procedures and qualifications for the position. Applicants rejected for any reason during the review process will be notified of that rejection and the reasons therefore.
- C. Notwithstanding the procedure set forth within Sections IV.A or IV.B above, when a method of random selection or limited issuance of applications is used to reduce the number of qualified applicants to be examined, the following City employees who submit applications during the recruitment period and who meet the qualifications for the position shall be entitled to be included in the applicant pool and subsequent examination process:
1. Permanent employees.
 2. Hourly-exempt employees who are currently working or who have left in good standing from a job class which is in the same career ladder as the position applied for and have worked in such job class for at least 1,000 hours within the 18 months immediately preceding the closing date of the recruitment period.
 3. Volunteer Firefighters who are currently working and have worked as such for a period of at least six months immediately prior to the closing date of such position and who are recommended for inclusion in the applicant pool by the Fire Chief. The recommendation of the Fire Chief will be based upon the attendance of the employee at training drills and fires, and other factors. This provision is applicable to the position of Firefighter only.
 4. Reserve Police Officers who are currently working and have worked as such for a period of at least six months

immediately prior to the closing date of such position and who are recommended for inclusion in the applicant pool by the Chief of Police. The recommendation of the Chief of Police will be based upon the attendance of the employee at training meetings, volunteer/hourly exempt time, and other factors. This provision is applicable to the positions of Police Officer, Community Services Officer, and Public Safety Dispatcher.