

SUBJECT: FILLING PERMANENT VACANCIES IN THE CITY OF MADISON

Purpose:

The purpose of this APM is to set forth administrative standards relative to filling vacancies in the City of Madison and to provide a set of standard guidelines and expectations for City agencies.

Background:

It was determined that it was appropriate to have standardized procedures to refer to when filling vacancies.

Procedures:

HIRING AGENCY PRE-WORK LEADING TO RECRUITMENT

To fill a vacant position, the hiring agency will submit the following documents to the Human Resources Department:

- < Certification Hiring Request Form (review with care the method of recruitment - Open Competitive, City Wide, Union Wide); 5 page multicolored, carbonized document available in the Human Resources Department.

The Cert form may be completed to fill more than one vacancy, but an individual Cert must be completed for each type of vacancy (i.e., Permanent Full-Time, Permanent Part-Time, [if the percent of time varies a new Cert is required for each percent level of full-time], Limited-Term, Hourly - types of vacancies cannot be mixed on a Cert form).

- < Job Vacancy Advance Notice Form (Available on EmployeeNet)
- < Position Description Form (Available on EmployeeNet)

The following process elements shall apply:

The Hiring Agency should begin immediately to work with Human Resources staff and the Comptroller's Office to do necessary pre-work to expedite in filling the vacancy.

This pre-work may include:

- < Preparation of agency's Salary Savings Plan (to be done in January) for submittal to Comptroller Budget Analyst for approval.
- < Discuss with Human Resources staff the following: timeline for the process, dates and places of advertisement, dates of opening and closing position for receipt of applications, date and type of examination, type of interviewing format, date of final Certification of qualified applicants.
- < Scheduling final interviews: based on discussions with Human Resources Staff relative to the timeframe, identify tentative dates for final interviews.

- < Assist in the development of the examination or review of any examinations on file in Human Resources. Modify and update as needed.
- < For Oral Board Interview or an Achievement History Questionnaire formats, contact individuals who have the expertise to assist in this process by volunteering their time. Give consideration to diversity on panels whenever possible. Be prepared to assist Human Resources staff with appropriate questions and benchmarks.

HUMAN RESOURCES RESPONSIBILITY

When Human Resources receives the appropriate paperwork from the Hiring Agency, the pink copy of the Certification Hiring Request will be routed to the Comptroller for review and approval to fill the vacancy. Human Resources will route the Job Vacancy Advance Notice Form to the Affirmative Action Office.

A Job Announcement will be prepared and sent to the Hiring Agency for review and approval. Job announcements will be sent to all city agencies via e-mail and to a mailing list for recruitment purposes. The Human Resources Department will only pay for local advertising if funding is available. Ads in professional publications will be paid for by the hiring agency. All recruitment ads must be approved and placed by the Human Resources Department to ensure a coordinated recruitment effort.

Applications will be screened based on the job announcement posting, specifically looking at the sections "Training and Experience" and "Knowledge, Skills and Abilities". Hiring agencies are welcome to review this screening process and may be asked to lend their expertise.

Applicants will be invited to a testing process (if applicable).^{*} Applicants will be ranked based on the testing process (if applicable) and will be certified to Hiring Agency based on Civil Service Hiring Procedures or Union Hiring Procedures. The Hiring Agency will receive a copy of the application form and any accompanying documents the applicant has provided with the exception of the last page of the application which contains voluntary information on race/sex/age and disability. The Hiring Agency may contact the Human Resources Department to inquire about each applicant's test score and ranking. This information is not provided to the Hiring Agency at the time of Certification. The Certification Hiring Form is a confidential document and names of certified candidates are NOT to be released. In the case of Department or Division Heads who are considered "Local Public Officials" under 19.42(7w) WI Stats, the Human Resources Department has the responsibility to release those names listed on the Certification Hiring Form.

^{*}Due to the size of the applicant pool for some recruitment efforts and the possible intensity of the exams, City Ordinances 3.35(7)(b) provides the following:

The Council shall appropriate funds as, in its judgment, are necessary to carry out the provisions of this ordinance. Every City office, division, or department shall upon request cooperate in the operation of the civil service system, including the temporary loan of personnel.

HIRING AGENCY RESPONSIBILITY POST-CERTIFICATION

The Hiring Agency is required to interview all applicants certified to them for consideration, unless an applicant chooses to withdraw from consideration, is unable to appear for their scheduled interview date and time, or does not make contact within the required timeframe.

The Hiring Agency prepares a set of interview questions with appropriate benchmark answers for the final interview. These are considered core questions that are to be asked of each applicant. Additional questions may be asked of each candidate as needed and as appropriate.

The Hiring Agency may create a panel of individuals to interview the final applicants. The names of the panel members are confidential until the applicants appear for interview. All panel members must interview each applicant. An applicant cannot, at this final interview stage, request that a panel member be removed from the process.

The following documents are available in the Human Resources Department to assist the Hiring Agency in their final interview process:

How to Conduct a Job Related Interview
Employment Reference Guide

As additional tools in the final selection process, hiring agencies may request that Human Resources assist with criminal background checks, driving record checks, pre-employment physical examinations or urine drug analysis (a Urine Drug Analysis is **REQUIRED** of all applicants seeking positions requiring a CDL license). To expedite receipt of driving abstracts, hiring agencies may go directly to the Motor Vehicle Division to obtain copies. For applicants residing outside of the State of Wisconsin, it is their responsibility to provide copies of driving abstracts and criminal background checks. Human Resources does not have the ability to obtain this information.

The Hiring Agency is **REQUIRED** to conduct reference checks on the applicant or applicants chosen to the hired, even if they are presently or previously employed in other city agencies.

COMPLETION OF HIRING PROCESS

Appointing Authority signs and dates Certification Hiring Request document and indicates beginning date of new employee. If a present City employee is hired, start date should be at the beginning of a payroll period. If a non-city employee is hired, they may begin at anytime. All union hires are to be made at Step 1. Non-represented hires may be made above the minimum if authorized by the Human Resources Director. This approval should be granted before final job offer.

When hiring for a permanent position, it is the hiring agency's responsibility to return, along with the Certification Hiring Request document, a memo from the Appointing Authority briefly describing the reason this applicant was hired. In addition, the hiring agency is required to submit an Informational Hiring Sheet prior to new employee orientation.

The new employee is scheduled for City of Madison Orientation on the first Monday of their employment. This date is important as there is a 30 day time period for the new employees to sign up for benefits offered by the City.

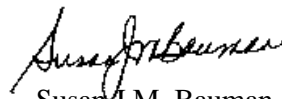
SPECIAL NOTE: HOURLY POSITIONS

To fill Hourly positions, a Certification Hiring Request Form is the official document needed. Hourly positions may be filled from ongoing recruitment lists or may be posted for recruitment on an individual basis. Depending on the type of position and number of applicants, an examination may be necessary. Random selection may be used in cases of ongoing recruitments with large numbers of applicants.

Individuals previously employed by the City of Madison in an hourly capacity may be eligible for "Hourly Recall." The hiring agency may bring the previous employee back to that agency in the same capacity within a 12-month period. A Personnel Action Form is used for this process and no Certification Hiring Request Form is required.

SPECIAL NOTE: DOUBLE-FILLING OF POSITIONS

Madison General Ordinance 3.35(6)(h) provides the Human Resources Director, with the approval of the Mayor, and of the Common Council if the action requires the expenditure of more than \$2,000 and/or is for longer than 30 days, is authorized to double-fill any position for a period not to exceed forty-five (45) calendar days unless such period is extended by action of the Common Council.



Susan J.M. Bauman
Mayor

APM No. 2-29
April 27, 2001