

**SUBJECT: JOB VACANCY ADVANCE NOTICES AND CERTIFICATION  
REQUESTS**

Policy: It is City of Madison policy to provide equal employment opportunities without regard to race, color, sex, disability, age, religion or national origin. The mere prohibition of discrimination is not sufficient to effectuate the principle of equal opportunity in employment. Artificial barriers continue to produce underutilization for women, members of racial/ethnic affirmative action groups and individuals with disabilities, in their chosen career areas. In order to identify and correct continuing patterns of inequality and to make equal employment and promotional opportunities a reality, affirmative and direct action is required. Therefore, in an effort to address these problems the City of Madison has instituted an Affirmative Action Ordinance and Program. The focus of our program is to identify and eliminate discriminatory preferences, and thereby improve opportunities and representation for individuals who are members of affirmative action groups.

Under this program, it is the obligation of all City managers and supervisors to recruit, hire and promote into all job classifications without regard to race, color, sex, disability, age, religion or national origin. All employment decisions are to be made on the basis of qualifications relating to each job vacancy. All qualification criteria are to be established on the basis of the essential functions of each job, and must not impose standards that produce artificial barriers to inclusion.

To this end, a vital component of the City of Madison's Affirmative Action Program is the process by which personnel activities are monitored in order to better assist departments and divisions with their reviews of the posting, recruitment, testing and selection process. The monitoring process is interactive and enables departments and divisions to assist with identifying possible needs to revise past practices. Monitoring assistance is provided by the Affirmative Action Department at each stage of every personnel placement transaction.

The Job Vacancy Announcement Notice (JVAN) is the first stage in that process and is designed to alert the Affirmative Action Department that a vacancy is soon to be filled under a competitive procedure. Personnel placement transactions to fill vacancies are initiated using the Human Resources Department's Certification Request to Fill form.

Rule: The Job Vacancy Advance Notice (JVAN) form is to be completed and must accompany Certification Request forms submitted to the Human Resources Department, when permanent and limited term employment positions are to be filled under competitive procedures.

Obligation of the Human Resources Department: Upon receipt of the Job Vacancy Advance Notice form, the Human Resources Department will assign a Certification Number to the action being processed after which the Job Vacancy Advance Notice (JVAN) will be forwarded to the Affirmative Action Department for review and response.

Obligation of the Affirmative Action Department: The Affirmative Action Department will analyze the position to be filled based on the job family to which the position has been assigned, the specific occupational classification within which the position falls, the organizational unit within which the position functions, and any other equal opportunity/affirmative action considerations that may apply to the vacancy in question, in order to provide feedback to the department or division. The original Job Vacancy Advance Notice (JVAN) will be returned to the Human Resources Department and a copy will be provided to the Affirmative Action Designee of the department/division.



Paul R. Soglin  
Mayor

APM No. 2-8  
January 29, 1997

**AFFIRMATIVE ACTION DEPARTMENT  
JOB VACANCY ADVANCE NOTICE (JVAN) - INSTRUCTIONS**

The top half of the Job Vacancy Advance Notice (JVAN) form is completed by the department/division and attached to the Certification Request, for transactions to fill permanent or limited term employment positions under a competitive process. It is not necessary to complete the JVAN form for personnel transactions that are not competitive.

1. Identify the department/division within which the vacancy is to be filled.
2. Identify the civil service position title.
3. Identify the working title.
4. Identify the number of vacancies to be filled.
5. Identify the status for the position(s) to be filled.
6. Identify the Job Family Code for the position(s) to be filled. If the Job Family Code is not known, please contact the Affirmative Action Department for assistance.
7. Identify what Bargaining Unit, if any, the position(s) is under.
8. For Block 1:
  - a. Identify the anticipated nature of the transaction. For example, if the position can only be filled by individuals currently employed by the City, the transaction will not be a new hire. What sort of transaction is anticipated?
  - b. In order to identify whether or not a goal has been established, and to state what goal has been established for the job family to which the position has been assigned, please refer to the most recent Utilization Analysis. (Assistance is also available from the Affirmative Action Department.)
9. For Block 2:
  - a. Identify whether or not there is an existing eligibility list, in the Human Resources Department, for the position(s) to be filled.
  - b. Are women and/or members of racial/ethnic affirmative action groups underutilized in the job family to which the position has been assigned? If a list is in place, does it include women and/or individuals who are members of racial/ethnic affirmative action groups? If underutilization has been noted for women or for members of racial/ethnic affirmative action groups (or both) and the list does not include individuals within the target group, then the list will be in conflict with the goals. (If the existing list has not expired, it will not be possible to consider an affirmative selection for the vacancy.)

10. For Block 3:
  - a. Indicate whether or not a specific recruitment recommendation has been made.
  - b. Explain the recommendation.
  - c. Provide information to explain what plans have been made to ensure that your recruit steps will be inclusive for members of affirmative action groups and all other potential applicants.
11. Sign and date the form.
12. Attach the form to the Certification Request and forward your paperwork to the Human Resources Department.

## AFFIRMATIVE ACTION DEPARTMENT JOB VACANCY ADVANCE NOTICE

Department/Division	Position Title	Working Title (If Different)	No. of Openings
Position Status: <input type="checkbox"/> Permanent Full-Time <input type="checkbox"/> Permanent Part-Time <input type="checkbox"/> Hourly <input type="checkbox"/> LTE <input type="checkbox"/> Other			Job Family Code:
Bargaining Unit <input type="checkbox"/> Local 60 <input type="checkbox"/> Local 236 <input type="checkbox"/> UPQHC-Nurses <input type="checkbox"/> Local 60 Library Unit <input type="checkbox"/> Teamsters-695 <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Non-Rep			
<b>1</b>	This position is a: <input type="checkbox"/> Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Career Ladder Advancement* <input type="checkbox"/> Transfer* <small>*(If this is a career ladder or other non-competitive action, do not proceed to answer the remaining questions.)</small> <input type="checkbox"/> Other		
	Has a goal been established for the job family to which this position has been assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No		If a goal has been established, please state goal:
<b>2</b>	Is there a valid eligibility list in the Human Resources Department for the position to be filled? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, will the list of applicants conflict with goals established in the Affirmative Action Plan for the job description? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Explain:		
<b>3</b>	Have you made a specific recommendation for recruitment on the request to fill vacancy form? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, what is the recommendation?		
	How do you plan to ensure that your recruitment steps will be inclusive for members of affirmative action groups and all other potential applicants?		
Department Head:		Date:	

### UTILIZATION ANALYSIS AND RECOMMENDATIONS BY AFFIRMATIVE ACTION DEPARTMENT

City-wide utilization- this job family is underutilized with respect to: <input type="checkbox"/> Women <input type="checkbox"/> Racial/Ethnic <input type="checkbox"/> N/A	
Department/Division utilization with respect to women, and members of racial/ethnic affirmative action groups by job family or gross workforce is:	
Goal(s) recommended by Affirmative Action Department:	
And a recruitment method of: <input type="checkbox"/> Work Unit <input type="checkbox"/> Division/Department <input type="checkbox"/> Bargaining Unit <input type="checkbox"/> City-wide <input type="checkbox"/> Open Competitive <input type="checkbox"/> N/A	
Comments by Affirmative Action Staff:	
Affirmative Action Department:	Date:

## STRATEGIC RECRUITMENT PLAN

---

Objective	Activity	Person(s) Responsible	Time Frame
-----------	----------	-----------------------	------------