



Administrative Regulations

Office of the Mayor

Title: RECRUITMENT AND HIRING POLICY

A.R. Number: 5.16 **Effective Date:** 7/1/2023 **Page:** 1 of 4

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

The process by which applicants for employment are evaluated and selected is governed by numerous provisions of local, state, and federal law, including those related to Equal Employment Opportunity. The purpose of this policy is to outline the city's recruitment and hiring process to ensure a fair, consistent, and transparent citywide procedure.

II. POLICY

The Director of Human Resources or designee is responsible for the oversight of all aspects of the recruitment and the certification process, except those aspects delegated to the appointing authority/department head or designee. When recruitment duties are delegated by agreement to an agency, the Director of Human Resources or designee shall be allowed to investigate and audit the practices of the agency to ensure compliance with policies and procedures. The Director of Human Resources or designee shall offer training as necessary on laws, regulations, and best practices for the recruitment process.

The process by which applicants for employment are evaluated and selected is governed by numerous provisions of local, state, and federal law, including those related to Equal Employment Opportunity.

The scope of this policy is for all people seeking employment with the City of Richmond. All recruitment and hiring for the City of Richmond shall be conducted in accordance with the procedures in this policy and all federal, state, and local employment laws.

A. Service classifications

1. Classified Service

Positions in the classified service shall not be filled by appointment; internal and/or external recruitment is required.

2. Unclassified Service

Positions in the unclassified service may be filled by appointment; internal and/or external recruitment is not required.



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B. Internal and external recruitment

Both internal and external candidates shall be subject to the same background testing, drug screening, or credit report check for certain positions that require additional screening.

III. PROCEDURE

- A. When an appointing authority seeks to fill a vacancy, departments should notify the Department of Human Resources (HR) and complete any paperwork as required and provided by HR.
- B. Vacancy notices shall include job titles, salaries, required qualifications, and descriptions of the position. Vacancy announcements shall be posted through HR's usual channels, including the City of Richmond's job announcements website and other websites if appropriate.
- C. Notices of promotional or competitive examinations are also posted for positions where an examination is necessary.
- D. Individuals seeking employment with the City of Richmond or current employees seeking transfers or promotion should submit an online application to HR through the city's application portal following the vacancy announcement posting and prior to any closing date indicated on the posting.
- E. Upon receipt of application packages, HR shall screen all applications submitted by the closing date. HR will refer qualified applicants to the department seeking to fill the vacant position.
- F. Recruitment of Sworn police and fire personnel follows a different procedure that includes a more extensive application, testing, and screening process.
- G. After reviewing application package(s) referred to the department by HR, the appointing authority or designee shall conduct interviews as desired.
- H. Interviewers should keep interview and reference check notes.
- I. The department shall notify HR of its selections for vacant positions and provide all necessary documentation required by HR.
- J. The application packages of the selected individual will remain in the employee's personnel file in Human Resources.



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- K. HR shall prepare and extend the formal offer letter of employment in consultation with the appointing authority and department head, contingent on successful completion of any required drug or background testing prior to their start date. No individual shall receive an offer letter until the HR Director, under the authority delegated by the Chief Administrative Officer (CAO), has reviewed and approved the application package.
- L. New employees shall attend a new employee orientation during their first week, where they will be provided with information on the city's benefits, wellness, and retirement programs.

IV. RESPONSIBILITY

Appointing Authority or designee – The appointing authority or designee is responsible for notifying HR of the vacancy the department is seeking to fill, reviewing applications of qualified candidates, conducting interviews, and working with HR to extend an offer of employment.

Director of Human Resources or designee – The Director of the Department of Human Resources is responsible for ensuring a fair and consistent hiring process, providing guidance to departments, ensuring, and maintaining complete application and hiring documentation, reviewing and approving application and hiring packages, and assisting departments in negotiating and extending offers of employment.

Interviewer – Interviewers are responsible for maintaining documentation of the interviews and reference checks in which they participated.

New Employee – The new employee is responsible for completing all required onboarding paperwork and new employee orientation.

V. DEFINITION

Words and phrases contained within this policy are interpreted by the Director of Human Resources and can be made available upon request.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval



CHIEF ADMINISTRATIVE OFFICER



MAYOR