

## **INTRODUCTION**

The City of Taft shall follow a practice of equal employment opportunity without regard to race, creed, color, religion, sex, age, marital status, disability or national origin in recruitment, selection and placement of employees at all levels. Selection of employees for all position vacancies shall be from among qualified available candidates and shall be based on education, ability, aptitude, trainability and technical competence.

## **GENERAL EMPLOYMENT PRACTICE**

1. Employment activities shall be conducted in a manner which will assure employment of those individuals most qualified to fulfill position requirements of the City of Taft.
2. Employment consideration shall be on the basis of capability, availability and compatibility with position vacancies and shall be without regard to race, color, religion, sex, age, marital status, disability or national origin.
3. Equal employment consideration shall be given to physically and mentally handicapped applicants subject to specific job limitations and medical restrictions.
4. All employment practices shall be conducted in compliance with federal and state legislation governing fair employment practice and equal employment opportunity.

## **RECRUITMENT**

1. Except where a current eligibility list exists, all employment opportunities with the City of Taft shall be publicized by posting an announcement on an official bulletin board for a minimum of five calendar days and/or by advertising position in a newspaper of general circulation in the Taft area.
2. The City may seek additional applicants for all position vacancies through employee referrals; metropolitan, regional or national advertising media; federal, state and local employment service offices; commercial employment agencies and appropriate community action groups. The sequence in which these other recruitment sources are used, however, shall be at the discretion of the Personnel Officer.
3. Recruitment advertising shall be prepared and placed only by the Personnel Officer or an authorized representative.

4. All employment applications and related paperwork of candidates not hired by the City of Taft shall be retained by the Personnel Officer for a minimum of three years and shall be filed to provide easy reference and periodic update. This record shall include tests administered to each candidate, if applicable.

## **SELECTION**

1. Individuals seeking employment with the City of Taft shall complete a standard employment application approved by the Personnel Officer or shall submit an acceptable resume in lieu thereof.
2. Approved applications and acceptable resumes shall include personal information identifying the candidate and current information concerning the applicant's education, experience and skills.
3. The City of Taft shall acknowledge receipt of all applications submitted by prospective employees whether or not such applications have been solicited and whether or not there are immediate employment opportunities with the City.
4. The City of Taft may reject any application which indicates that the applicant does not possess minimum qualifications for a position vacancy.
5. Applications may be rejected if the applicant has made any false statement or omission of material fact or has practiced any deception or fraud in submitting said application.
6. Should an applicant be rejected by the City of Taft notice of such rejection and the reason therefore shall be mailed to the applicant by the Personnel Officer.
7. Those applicants deemed most qualified for position vacancies based on evaluation of education, background and experience shall be interviewed.

\*NOTE that possession of minimum qualifications for a position vacancy does not insure a personal interview.

8. The Personnel Officer may administer aptitude, achievement and performance tests in selected position categories, provided such tests have been professionally developed and validated; that passing scores have been determined prior to test administration and that such tests have no adverse impact on protected candidates. All pre-employment testing administered by the City of Taft shall have demonstrable correlation between test results and projected job success. A suitable record of all tests administered to each applicant and scores attained on each test shall be maintained by the Personnel Officer for a minimum of three years.

\*\*NOTE that the testing process must be kept in perspective as only one of the criteria on which selection or rejection of applicants is based.

9. The City of Taft may conduct background investigation regarding an applicant's character, ability and reputation, taking care not to jeopardize a candidate's relationship with a current employer. Should circumstances warrant a detailed investigation, the City may use the resources of the Taft Police Department, cooperating law enforcement agencies or a professional investigating firm to conduct such investigation in compliance with federal, state and local legislation.

\*\*\*The Fair Credit Reporting Act requires employers to take certain action should a professional investigating firm be retained even in circumstances where the applicant is already employed by the City of Taft. The Act, however, does not apply in those instances where an individual has not specifically applied for a new position. In order to assure compliance with the law, any applicant on whom a professional investigator's report is sought must be so advised in writing and must be told that he has the right to request disclosure of the nature and scope of the investigation. All applicants applying for positions requiring background investigation should, therefore, be given a written notice at the time of interview, but in no instance, later than three days after an investigating firm has been asked to provide a report. A copy of written notice signed by the applicant must be retained for City files. Should an applicant submit a timely request for disclosure of information concerning the investigation, the City must respond within five days of receipt of request using a format approved by the Personnel Officer.

Background investigation of potential peace officers conducted by the Taft Police Department in accordance with regulations promulgated by the California Commission on Peace Officer Standards and Training are not subject to notification and disclosure requirements of the Fair Credit Reporting Act.

## **PRE-EMPLOYMENT INVESTIGATIONS**

1. The Personnel Officer may make a telephone reference check of an applicant's former employers, supervisors and personal references. This inquiry will usually provide adequate reference for unskilled and clerical personnel.
2. A written inquiry may be directed to former employers, supervisors and personal references prior to employing professional applicants. A written inquiry may also be used to supplement or clarify information provided by telephone.
3. A professional investigation may be sought in recruiting employees engaged in law enforcement or having access to certain confidential information or hazardous materials. In the case of sworn law enforcement personnel or employees of the Community Correctional Facility, a background investigation

shall be conducted by the Taft Police Department in accordance with regulations promulgated by the California Commission on Peace Officer Standards and Training.

\*\*\* A request for professional background investigation of potential employees other than sworn law enforcement personnel shall be approved by the City Manager and shall seek information concerning an applicant's address, employment history, occupation, habits, reputation, and unlawful activity.

Findings of a derogatory nature may be adequate justification for rejecting an applicant. Should employment be denied as the result of a professional investigation, i.e., an investigation performed by an agency other than a bonafied law enforcement agency, the applicant must be so advised and the name of the investigating agency must be provided in accordance with provisions of the Fair Credit Reporting Act.

## **PLACEMENT**

1. Following completion of the Recruitment and Selection procedures, including application, interview, testing and investigation, excluding background investigations conducted by the Taft Police Department in accordance with regulations promulgated by the California Commissions of Peace Officer Standards and Training, the Personnel Officer shall provide the requesting Department Head with a list of names the applications of those individuals deemed most qualified for a position vacancy.
2. The requesting Department Head shall interview selected candidates from the qualified list and may recommend the employment of any such candidates to the Personnel Officer.
3. Employment offers shall be extended to selected candidates only by the Personnel Officer. This action, however, shall be taken only upon receipt of a Personnel Action Form approved by the City Manager acting as the appointing authority in accordance with the Taft Municipal Code.
4. Employment offers for al positions shall be made in writing and shall include starting salary on an hourly, weekly or monthly basis. In no event shall an employment offer be made in terms of annual salary which may imply a yearly contract. Written employment offers shall make no reference to bonus or overtime payment and shall detail all employment contingencies such as satisfactory medical examination and satisfactory reference checks.
5. Starting salary offers must be consistent with salary range structures established by the City of Taft and must be approved by the City Manager. All salary offers

shall also be approved in accordance with current compensation policy and procedures.

6. Prior to final employment acceptance, all applicants must satisfactorily complete a physical examination as outlined in Section 104 of this manual.
7. All necessary forms and agreements shall be completed by newly hired employees and shall be submitted to the Personnel Officer prior to assigning such employee to an actual workstation.
8. Qualified employment lists may be abolished by the Personnel Officer upon filing a position vacancy or at any time thereafter. Employment lists may also be abolished by the Personnel Officer if no candidate contained thereon is acceptable to the requesting Department Head or if the number of candidates contained thereon is insufficient to allow the requesting Department Head and choice of applicants.
9. No provision of this policy shall preclude the Personnel Officer from conducting temporary employment activities in accordance with City policy.
10. No provision of this policy shall preclude the Personnel Officer from declaring any position vacancy a promotional opportunity and limiting applications for such position to qualified individuals currently employed by the City of Taft.
11. In those instances in which an individual has been formerly employed by the City of Taft and has exceeded eligibility for reinstatement consideration pursuant to the City's Reinstatement Policy (Section 113), reemployment by the City shall be at the sole discretion of the Department Head, provisions of this policy notwithstanding.
12. No provisions of this policy or of the Personnel Policies and Procedures of the City of Taft either individually or as a whole shall obligate the City to employ any specific individual.