

### 3.01 RECRUITMENT PROCESSES

#### Purpose

Recruitment processes are developed and used to attract, evaluate and select the most qualified candidates to fill vacancies for all permanent and limited duration positions. The criteria used ~~in these processes~~ shall be based upon the knowledge, skills, abilities, experience and other characteristics needed for the effective performance of duties assigned to position(s) ~~being recruited~~.

Recruitment processes shall be job related, ~~and shall be~~ developed and administered in accordance with federal, state and ~~City Auditor's Office~~ administrative rule guidelines.

#### Types of Recruitment Processes

Recruitment processes for positions in the Auditor's classified service may be Open, Internal, Continuous or Promotional.

**Open Recruitment:** Recruitment open to all applicants (including applicants that are not currently City of Portland employees).

**Internal Recruitment:** A recruitment open to applicants who are or have been temporary, limited duration, seasonal, or regular City employees within the timeframe specified on the announcement.

**Promotional Recruitment:** A recruitment open only to regularly appointed City employees who meet the announced requirements. Applications for promotional recruitments may be restricted to all regularly appointed employees, employees within certain designated classes or to employees with designated time in service, as determined by the ~~Director of Human Resources~~ City Auditor or a their or designee.

**Continuous Recruitment:** A recruitment without a closing date.

#### Recruitment Announcements

The announcements for each recruitment shall contain, but are not limited to, information about the position, salary, and form(s) of competition ~~that~~ which comprise the recruitment, qualifications, application procedures, including the process for requesting disability accommodation or veteran's preference, the application filing location(s) and application deadline. Employees may not participate in a recruitment process for a classification in which they currently hold regular status ~~unless an exception is granted by the City Auditor~~; however, they can request a transfer to the vacant position. See Administrative Rule on Transfers.

#### Applications

The number of applications accepted for a recruitment process may be limited by specifying the time period during which applications will be accepted and/or any other limiting criteria the ~~Director of Human Resources~~ City Auditor or designee determine to be appropriate.

#### Visas

Under certain circumstances, the City Auditor may sponsor successful candidates who require an H-1B or TN Visa to work in the U.S.

---

For an H-1B visa the City Auditor may only sponsor a candidate if all of the following criteria are met:

1. The Auditor's Office~~hiring bureau~~ must can demonstrate a critical need for the candidate, ~~the candidate's~~ sat they have unique qualifications, and that the Auditor's Office~~bureau~~ has not been able to fill the position;
2. The candidate must be legally entitled to work in the U.S.;
3. The ~~bureau's~~ request from the Auditor's Office must be prepared in consultation with~~reviewed and approved by the Commissioner in Charge, the Director of Human Resources and legal counsel~~ the City Attorney to ensure all federal criteria are met;
4. The candidate must be in one of the eligible occupations (as determined by federal regulations);
5. The Auditor's Office~~bureau's~~ request must be initiated between April and September (the only time during the calendar year when an H-1B visa can be obtained); and
6. The candidate must pay all outside attorney's fees for completing the H-1B visa application process.

For a TN Visa, the following criteria must be met:

1. The candidate must be in one of the identified professional categories (as determined by federal regulations);
2. The candidate must be legally entitled to work in the U.S.;
3. The candidate must pay any required Visa fees;
4. The position must be temporary or limited term as TN Visas are valid for only one year and can only be extended for one additional year;
5. The City Auditor in consultation with legal counsel~~Director of Human Resources~~ must approve the bureaus' request to hire a candidate with a TN Visa to ensure all federal criteria are met.

Any proposed or potential work arrangement where the individual will be residing abroad, whether the individual is a City employee, independent contractor, employee of a contractor, or subcontractor, will be subject to the advance approval of the ~~bureau director, the Commissioner in charge, and the director of the Bureau of Human Resources~~ supervising manager and the City Auditor.

---

### Rejected Application

The ~~Director of Human Resources~~ City Auditor or designee may reject the application of any person who:

1. lacks the qualifications for the position; or
2. has made false statements of any material fact on the application; or
3. has been dismissed for cause from the classified service; or
4. has resigned in lieu of discipline or termination, (including resigning during the disciplinary investigative process); or
5. has provided unclear or incomplete information.

Prior to rejecting an application under (3) or (4) above, the ~~Director~~ Auditor will determine whether there are any special circumstances or accommodations that should be considered.

---

### Unsolicited Resumes

The ~~City of Portland Auditor's Office~~ does not accept unsolicited resumes and letters of inquiry from persons seeking employment ~~with the City of Portland~~ in lieu of a current recruitment process for that classification. When unsolicited applications are received, ~~the administrative support staff in the Bureau of Human~~

---

~~Resources Management Services staff will dispose of/return the original resume to the sender via email and provide/include the link to the Job Interest Notification service. The City Auditor's Office does NOT maintain any copies of the resume.~~

---

**Job Interest Notification Form**

The City of Portland's Job Interest Notification is the vehicle by which a person can inform the City of their interest in specific employment opportunities with the City.

---

**Disability Accommodations**

Recruitment procedures may be modified to reasonably accommodate disabled individuals.

**Request for modification in procedures should be submitted to the Bureau of Human Resources-City Auditor at the time of application, for the exam.**

---

**Veteran's Preference Points**

See **Administrative Rule on Veterans Preference.**

---

**Waiver of Examination Minimum Qualifications Review**

~~If, after reasonable efforts at recruitment, five or fewer qualified applicants respond, the examination minimum qualifications review process may be waived and the names of the qualified applicants may be placed on the appropriate eligible list.~~

---

**Eligible Lists**

~~Hiring managers will develop of list of all applicants who meet the minimum qualifications for the position being recruited. Management Services will monitor compliance with Veteran's Preference and Americans with Disabilities Act requirements.~~

~~As soon as possible after the conclusion of a recruitment process, the Bureau of Human Resources shall prepare and publish an eligible list consisting of the names of persons successful in the recruitment process. See Administrative Rule on Eligible Lists.~~

---

**Review of Written Test Items**

~~Unless the test is purchased and therefore covered by proprietorship rules and regulations, applicants taking the written test may only review a copy of the test showing the correct answers for up to one (1) hour after the completion of the testing period. The candidate must specify the problem with the question(s), what correction is recommended and identify any references to support the claim.~~

~~Once the testing process has been administered, the Auditor's Office Management Services staff Human Resources Analyst responsible for the recruitment will review any items indicated as needing reconsideration. If the human resources analyst Management Services staff and the subject matter expert agree there is a problem with the question, a correction will be made in one of two ways:~~

- ~~1. The question will be eliminated, or~~
- ~~2. Multiple correct answers will be accepted~~

~~The Bureau of Human Resources Senior Human Resources Analyst Auditor's Office will send notification of resolution on all test item questions. The notice will include the conclusion of the review along with the action that was taken to~~

---

---

~~complete the testing process.~~

---

## Examination Review

~~Examination results shall be available online for review by applicants for positions within the classified service for 14 calendar days from the date of the notice of the examination results. Each applicant is entitled to review, online, their individual results during this 14 day period. Hard copy review of the actual testing documents including instructions, evaluation forms, answer keys, distribution reports and other documents used in the testing process shall be made available for review by the applicants one time during the 14 day review period. Applicants may not take notes, pictures or video.~~

---

## Recruitment Process Appeals to the ~~Director of Human Resources~~ City Auditor

Only appeals of recruitment processes for positions in the City Auditor's Office classified service shall be allowed. Any appeal of recruitment process results for positions in the classified service must be submitted in writing to the ~~Director of Human Resources~~ City Auditor no later than fourteen (14) calendar days after the notice of ~~minimum qualifications review-examination~~ results is mailed. Within fourteen (14) calendar days of the date the ~~Director Auditor~~ receives the appeal, the appellant shall be sent a letter acknowledging receipt of the appeal. The ~~Director Auditor~~ or ~~his/her/their~~ designee shall offer to meet with the candidate to discuss the appeal. The ~~Director Auditor~~ shall respond in writing to the appeal within fourteen (14) calendar days after the meeting, or if a meeting is not held, within fourteen (14) calendar days following an offer to meet.

Not all concerns or issues that a candidate may have with a recruitment process may qualify as an *appeal*. To be considered as an appeal the candidate MUST show one of the following:

1. The recruitment process, in whole or part, was administered in a manner that was contrary to the Auditor's Office Human Resources Administrative Rules governing recruitments; or
2. The recruitment process, in whole or part, was contrary to the law; or
3. The recruitment process, in whole or part, was administered based on decisions that were politically based rather than on merit.

The ~~Director Auditor~~ will not consider appeals that do not meet one of the above criteria.

The ~~Director Auditor~~ may elect to halt or modify a recruitment process if the ~~Auditory Director~~ determines that the appeal raises a probability of questionable validity or integrity of the recruitment process.

---

## Examination Appeals to the City Auditor's Civil Service Hearing's Officer ~~Board~~

The candidate for a position in the classified service may appeal the ~~Auditor's Director of Human Resources'~~ decision to a Civil Service Hearings Officer. ~~the Civil Service Board.~~ See **Administrative Rule on the City Auditor's Civil Service Appeals Board** for procedure and timelines.

---

## Recruitments for Positions Outside the Classified Service/~~Executive Recruitments~~

~~An appointing authority~~ The Auditor's Office may choose to fill a vacant position that is outside the classified service through direct appointment; or ~~may conduct a competitive recruitment, request that the Bureau of Human Resources assist in the~~

---

---

~~recruitment and selection process. Positions in the Auditor's Office that are outside the classified service, or "at-will," are as follows:~~

- ~~• Chief Deputy City Auditor~~
- ~~• Senior Staff Attorney~~
- ~~• Director of Audit Services~~
- ~~• Director of Independent Police Review~~
- ~~• City Ombudsman~~

~~As defined under Chapter 4 of the City Charter and by Council ordinance, positions outside the classified service include all officers chosen by popular election or by appointment by the Council, the members of all boards and commissions, the deputies of the City Attorney, the City Engineer, the Administrator and Chief Engineer of the Water Bureau, the Civil Service Board Administrator, the Secretary of the Auditor, the Chief Deputy City Auditor, the secretary and administrative staff of each Council member, the Chief of Police, and all bureau directors hired after December 31, 2000.~~

~~Additionally, at the recommendation of the Director of the Bureau of Human Resources City Auditor and with the approval of City Council by ordinance, employees may be excluded from the classified service if they are in a classification where a critical element of their position requires exercising independent judgment in the formulation of policies that have citywide impact or importance. A listing of Classifications exempt from the Classified Service is located in the Classification & Compensation section of the Bureau of Human Resources web site.~~

---

## **Recruitment and Employment Incentives**

The ~~Elected Official in charge~~ City Auditor may determine which permanent or limited duration positions are "key", or in need of special recruitment efforts and therefore merit recruitment and/or employment incentives. Such positions are not limited to ~~division managers~~ directors of bureaus and, but may also include candidates whose job qualifications are uniquely suited to a particular City position or in a profession for which there are only a limited number of qualified candidates. Such positions should normally be identified as "key" before recruitment and examination efforts commence. The following recruitment and employment expenses are authorized under these conditions:

### **Travel Expenses**

The ~~City of Portland Auditor's Office~~ may pay out of its budget for reasonable travel expenses for those candidates asked to attend one or more interviews.

#### **Travel expenses may include:**

- economy class round-trip airfare or its equivalent;
- ~~appropriate~~ ground transportation
- ~~necessary~~ lodging and meals

Approval of payment for such expenses is at the discretion of the ~~Elected Official~~ City Auditor in charge, with the affected Auditor's Office or Bureau bearing the cost.

### **Relocation Expenses**

---

The ~~City of Portland Auditor's Office~~ may pay relocation expenses out of its budget for new, non-represented employees who incur relocation costs following their appointment to an Auditor's Office budgeted position. Authorization for relocation expenses must be approved by the ~~bureau director~~ City Auditor and by the Elected Official in charge. Recipients of relocation expenses must repay the City a pro-rata amount of those expenses if employment with the City of Portland is terminated, for any reason, within one (1) year of date of hire.

The ~~City Auditor's Office~~ shall enter into a signed agreement with the new employee identifying household expenses to be paid by the ~~City Auditor's Office~~ and employee-responsible expenses. The agreement must be signed by the ~~bureau director~~ City Auditor and by the recipient of the relocation expenses. The agreement shall stipulate terms of payment by the ~~City Auditor's Office~~ and shall include provisions for the pro-rata repayment of relocation expenses by the employees should ~~his/her~~ their employment terminate within one year. Hiring managers must consult with Management Services for the appropriate documentation for Relocation Reimbursement. See attached Guidance. Template documents for the Relocation Reimbursement Application and Agreement are online under Hiring Forms in the Employment Forms section of the BHR Forms Library.

In consideration of the ~~City Auditor's Office's~~ payment of relocation expenses by the Auditor's Office, relocation within the limits of the City of Portland may be encouraged by the ~~Elected Official~~ City Auditor.

Relocation ~~E~~xpenses as a recruitment incentive are not available to Limited Duration appointees.

### **Vacation Accruals**

When authorized by the ~~Elected Official in charge~~ City Auditor, newly appointed employees ~~in key positions~~ may be credited for prior professional service by placement at the appropriate step of the vacation accrual table contained in the Administrative Rule on Vacation. Once placed on the schedule, future service with the City shall count normally towards additional vacation accrual rates. The ~~Elected Official in charge~~ Auditor may also authorize the one-time crediting of up to 40 hours of vacation available for use from date of hire.

Recruitment incentives are limited to employees newly appointed to City employment and are not available to current City employees except as specifically outlined here. However, in limited circumstances, when recruiting for key positions and if approved by the appointing authority and the Director of Human Resources the Auditor may approve, the vacation accrual incentive may be offered to temporary City employees applying for permanent employment.

---

### **Administrative Rule History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002  
Revised October 15, 2002  
Revised July 28, 2003  
Revised July 1, 2004  
Revised September 16, 2005  
Revised July 9, 2007  
Revised April 17, 2009  
Revised October 19, 2010  
Revised November 4, 2011~~

---

Revised December 4, 2013  
Revised April 25, 2016

---