



AUHR 7.04 REDEPLOYMENT

Purpose

It is in the interest of the Auditor's Office to place an affected employee (one who is subject to layoff due to reorganization and/or budgetary reductions) into vacant positions if possible. While this rule does not guarantee placement of an employee, it is the intent of the Auditor's Office to redeploy employees in lieu of layoff whenever possible. This rule is designed

1. To assist in the placement of an employee affected by budget reductions and reorganizations, and
2. For placement of an employee in any classification where the employee possesses the required skills.

Employee Eligibility

Employees whose employment is affected by fiscal emergency, reorganizations, and/or decreases in City revenues that cause their positions to be cut and subjects them to layoff are eligible. Represented employees in the Auditor's Office are covered by **HRAR 7.04**.

Bureau of Human Resources Responsibility

The Bureau of Human Resources is responsible for all program coordination, including:

1. Provide employees information on the Redeployment Program;
2. Provide employees with information on appropriate vacancies;
3. Provide names and qualifications of employees to the hiring manager for consideration when filling vacancies;
4. Allow employees to participate in limited recruitments while they are in the redeployment program;
5. Inform employees that if they obtain a permanent position through redeployment, their name will not be placed on the layoff list for recall to their former position.

Auditor's Office Responsibility

The City Auditor shall have discretion to:

1. Place a hiring freeze on Auditor's Office classifications until affected employees have been considered;
2. Give affected employees priority consideration for declared vacancies prior to certifying names from an existing eligible list;
3. Declare that affected employees receive first consideration for a vacancy on receipt of a recruitment request or posting;
4. Grant exceptions to the existing hiring process for internal hiring of affected employees;
5. Waive the competitive process for participation in a training plan.
6. Reject the application of redeployment candidates if an actual or perceived impediment to the Auditor's independence is identified.

Hiring Managers are expected to be full participants in the redeployment process and are required to interview all qualified impacted employees and give them priority consideration when filling vacancies. Hiring managers retain their discretion to extend a job offer to the most qualified candidate, even if that person is not in the redeployment program.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 7.04 Redeployment.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised July 9, 2007.