



3.01 RECRUITMENT & SELECTION PROCESSES

Purpose

Recruitment & selection 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 recruiting, evaluating and selection criteria used in these processes shall be based upon knowledge, skills, abilities, experience and other characteristics needed for the effective performance of duties assigned to position(s) being recruited

Recruitments shall be job related, and shall be developed and administered in accordance with federal, state and City administrative rule guidelines.

Refer to the Recruitment and Selection Procedures Manual for further detail.

Types of Recruitment & Selection Processes

Recruitment and selection processes for positions in the classified service may be Open, Limited, Continuous, Promotional, or Noncompetitive. Noncompetitive Recruitments may be conducted for unskilled or semi-skilled positions or for those positions in the classified service for which the Director of Human Resources or designee has determined that job related ranking measures are not practical or appropriate.

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

Limited Recruitment: A recruitment open to applicants who are or have been temporary, limited duration, seasonal, or permanent city employees at some point within the period specified on the announcement

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

Continuous Recruitment: recruitment without a closing date.

Noncompetitive Recruitment: Noncompetitive recruitments are conducted for those unskilled or semi-skilled positions in the classified service **OR** for those positions which the Director has determined that competitive ranking measures are not practical or appropriate. Such processes shall ascertain whether applicants meet the minimum qualifications or requirements established for the position.

**Recruitment
Announcements**

The announcements for each recruitment shall contain, but not limited to, information about the position, salary, and form(s) of competition which comprise the recruitment, qualifications, application procedures including the process for requesting disability accommodation, the application filing location and application deadline.

Applications

Using forms identified in the announcement, completed application materials signed by the applicant, must be submitted at the locations and by the deadline stated on the announcement.

Persons may not apply for continuous recruitments for the same classification more often than the period stated on the announcement.

The Director may require any applicant to provide sufficient supplemental information or documentation to substantiate statements or qualifications submitted by the applicant.

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 or designee determine to be appropriate.

Rejected Application

The Director of Human Resources 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 will determine whether there are any special circumstances or accommodations that should be considered.

Unsolicited Resumes

The City of Portland 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 will return the original resume to the sender along with an Employment Information brochure and a JIF. The City does NOT maintain any copies of the resume.

Job Interest Form (JIF)

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

The Bureau of Human Resources maintains a record of the applicants who have submitted a JIF for one year. An applicant must fill out a new JIF every year if they wish to be notified of job opportunities. Human Resources will attempt to notify the applicant of the employment opportunity in the specific area(s) identified when it becomes available.

**Disability
Accommodations**

Examination procedures may be modified to reasonably accommodate disabled individuals.

Request for modification in procedures should be submitted to the Bureau of Human Resources at the time of application for the exam.

**Veteran's Preference
Points**

See [Administrative Rule on Veteran's Preference Points](#).

Waiver of Examination

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

Eligible Lists

As soon as possible after the conclusion of an examination 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](#).

**Inspection of Written Test
Items**

Each person competing in a multiple choice or other objectively scored written test must independently identify items, no more than one (1) hour after the completion of the testing period, which they believe should be reconsidered. 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 Human Resources Analyst responsible for the recruitment will review all items indicated as needing reconsideration. If the human resources analyst 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 administrative staff 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 papers, results and materials shall be available for review by applicants for 10 working days from the date the notice of examination results are mailed. Applicants may take notes unless otherwise instructed. Applicants may review the

following as applicable:

- distribution reports for all test phases
 - answer keys for written tests
 - evaluation sheets
 - application materials
 - signed work skills disclaimer form
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Examination Appeals to the Director of Human Resources

Any appeal of examination results must be submitted in writing to the Director of Human Resources no later than fourteen (14) calendar days after the notice of examination results are mailed. Within fourteen (14) calendar days of the date the Director receives the appeal, the appellant shall be sent a letter acknowledging receipt of the appeal. The Director or his/her designee shall offer to meet with the candidate to discuss the appeal. The Director 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 an examination qualify as an *appeal*. To be considered as an appeal the candidate **MUST** show one of the following:

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

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

The Director may elect to halt or modify an examination process if the Director determines that the appeal raises a probability of questionable validity or integrity of the recruitment process

Examination Appeals to the Civil Service Board

The candidate may appeal the Director of Human Resources decision to the Civil Service Board. See [Administrative Rule on the Civil Service Board](#) for procedure and time lines.

Examination for Positions Outside the Classified Service

Upon request by an appointing authority, the Director may assist in the recruitment and selection for positions outside the classified service as defined under Section 4-101 of the Charter. This includes 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 Superintendent and Chief

Engineer of the Bureau of Water Works, the Secretary of the Civil Service Board and 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. At the recommendation of the Director of the Bureau of Human Resources 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 is exercising independent judgment in the formulation of policies that have citywide impact or importance. The list of those additional classifications is in [Attachment A](#) of this rule.

Recruitment and Employment Incentives

The Elected Official in charge 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 directors of bureaus, 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 may pay for reasonable travel expenses for those candidates asked to attend one or more interviews.

Travel expenses may include:

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

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

Relocation Expenses

The City of Portland may pay relocation expenses for new, non-represented employees who incur relocation costs following their appointment to a budgeted position. Authorization for relocation expenses must be approved by the bureau director 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 1 year of date of hire.

The City shall enter into a signed agreement with the new employee identifying household expenses to be paid by the City and employee-responsible expenses. The agreement must be signed by the bureau director and by the recipient of the relocation expenses. The agreement shall stipulate terms of payment by the City and shall include provisions for the pro-rata repayment of relocation expenses by the

employee should his/her employment terminate within one year. (The Bureau of Human Resources can provide a standard relocation agreement for bureau use.)

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

Relocation Expenses as a recruitment incentive are not available to Limited Duration appointees.

Vacation Accruals

When authorized by the Elected Official in charge, 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 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 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

Attachment A Exclusions from Classified Service

Classifications already exempt

Key: A/E = already excluded via City Charter
PA = premium assignment

Classification	Key	
7001	Chief Administrative Officer	A/E
7030	Attorney, City	A/E
7040	Environmental Services Director	A/E
7050	Transportation Director	A/E
7060	Water Utility Director	A/E
7076	Planning Director	A/E
7090	Police Chief	A/E
7008	Human Resources Director	A/E
7010	Chief Financial Officer	A/E
7012	Chief Technology Officer	A/E
7074	Development Services Director	A/E
7080	Parks & Recreation Director	A/E
7095	Fire Chief	A/E
7006	General Services Director (<i>to be abolished</i>)	- - -
7014	Revenue Bureau Director	A/E
7020	Government Relations Director (Mayor's Staff)	A/E
7052	Transportation Engineering & Development Director	A/E
7054	Transportation System Management Director	A/E
7056	Maintenance Director	A/E
7085	Emergency Communications Director	A/E
7483	Attorney, Chief Deputy City (City Attorney Staff)	A/E
7655	Engineer, Chief - Water Bureau	A/E
7941	Police Chief, Assistant	PA
7955	Fire Division Chief	PA
7004	Purchasing Director	A/E
7013	FPDR Director	A/E
7022	Neighborhood Involvement and Programs Director	A/E
7024	Sustainable Development Director	A/E
7026	Housing/Community Development Director	A/E
7070	Cable/Franchise Director	A/E
7087	Emergency Management Director	A/E
7482	Attorney, Senior Deputy City (City Attorney's Staff)	A/E
7481	Attorney, Deputy City (City Attorney's staff)	A/E
7940	Police Chief, Deputy	PA
0042	Children's Fund Commissioner's Staff Representative (all commissioners' admin staff are excluded)	A/E
7950	Fire Chief, Deputy	PA
7940	Police Chief, Deputy	PA
7210	Government Relations Lobbyist (Mayor's Staff)	A/E
7345	Auditor, Chief Deputy City	A/E

Classifications excluded from classified service with the number of incumbents in each classification (Ordinance 181459, effective January 4, 2008)

Classification		No. of Incumbents	
7653	Engineer, Chief	3	
7113	Business Operations Manager, Senior	12	
7146	Policy Analyst, Senior	1	
7258	Human Resources Operations Manager	1	
7365	Controller	1	
7379	Financial Planning Division Manager	1	
7518	Assistant Chief Technology Officer	1	Vacant
7391	Treasurer, City	1	
7486	Legal Advisor	1	Vacant
7512	IT Operations Manager	1	
7513	IT Strategic Technology Planning Manager	1	
7990	Emergency Management Operations Manager	1	
7654	Engineer, City Traffic	1	
7977	Emergency Communications Operations Manager	1	
7114	Revenue Bureau Operations Manager	1	
7190	Risk Manager	1	
7233	Sustainable Development Operations Manager	1	
7140	Assistant to Bureau Director	4	
7754	Planning Director, Assistant to	1	
7384	Debt Manager	1	
7267	Affirmative Action/Diversity Development Manager	1	
7532	ComNet Operations Manager	1	
Total		38	