

**MEMORANDUM**

**REVISION 12, SERIES C**

**TO:** Holders of CSA Rule Books

**FROM:** Career Service Board

**DATE:** November 21, 2006

**SUBJECT:** Revision of Career Service Rule 3-21 Recruitment

The Career Service Board has revised Career Service Rule 3-21 Recruitment. The effective date of this revision is November 21, 2006.

	<b><u>Page Number</u></b>	<b><u>Issuance Dates</u></b>
<b>Remove</b>	3-1 3-2	September 7, 2000 February 28, 2006
<b>Replace</b>	3-1, 3-2	November 21, 2006

**PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.**

**RULE 3  
RECRUITMENT AND EXAMINATION**

Section 3-10 Overall Provisions

3-11 Purpose

Selection activities are intended to provide city agencies with the best qualified employees by publicizing job opportunities, testing applicants, identifying those with greatest merit and providing their names to the various agencies.

3-12 Charter Provision

The charter provisions relating to employment are: "The Career Service Board shall: ... 2. Recruit, examine and certify applicants for employment and for promotion in the Career Service...." (Section C5.25) 'The personnel rules shall provide that: 1. Appointments shall be made solely upon merit and fitness to perform the work;... 3. No discrimination shall be made because of race, color, creed, national origin, sex or political affiliations..." (Section C5.25-2), age or sexual orientation.

3-13 Other Provisions

A. Career Service Authority Responsibility

The following selection activities are performed by the Career Service Authority:

Recruiting  
Testing  
Certification

B. Agency/CSA Responsibility

The Career Service Authority and agencies are jointly responsible for the following:

1. Identifying the essential job functions of each position; and
2. Developing assessments (methodology, tests or tools) for hiring interviews

Except as delegated by Career Service Authority, agencies are not authorized to administer pre-employment or on the job tests either to applicants or certified eligible candidates.

## Section 3-20 Recruitment, Application and Testing

### 3-21 Recruitment

(Effective November 21, 2006; Rules Revision Memo 12C)

Recruitment consists of notifying the broadest relevant population of job opportunities.

#### A. Recruitment Notices:

Job opportunities in the Career Service must be posted in the Career Service Authority office and the City web site for at least two business days. Such notices may also be posted in other places where potential applicants would be likely to see them.

#### B. Content of Notices

The notice must contain the job title, hiring range, pay grade, dates the recruitment will open and close, minimum qualification requirements, and instructions on how to apply.

### 3-22 Testing Procedures

#### A. Completion:

Applicants must submit a completed application including additional required information by the posted closing date. The application is part of the testing process.

#### B. Timeliness:

Testing procedures must be followed. Failure to follow procedures in a timely manner is grounds for disqualification. Failure to follow procedures and/or failure to apply by the closing date may cause rejection of an application.

#### C. Rejection of Applications

Applicants may be ineligible to test for any valid reason, including the following:

1. Incomplete application or giving false information in the filing or testing processes;
2. Failure to meet qualifications, or to timely file for testing consideration;
3. Not suitable for the position, including criminal convictions; or
4. Dismissal from the Career Service. Employees dismissed from the Career Service are not eligible to test for five years after the date of dismissal. (Effective March 15, 2006; Rules Revision Memo 5C)