



ADMINISTRATIVE DIRECTIVE

CIVIL SERVICE OPEN COMPETITIVE RECRUITMENT EXAMINATION, CERTIFICATION AND APPOINTMENT	NUMBER 2.02-12A	PAGE 1 of 6
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I. PURPOSE

This directive sets forth procedures for open competitive recruitment, examination, certification and appointment of City civil service employees in accordance with Tucson City Code and the Civil Service Rules.

II. RECRUITMENT

- A. Recruitment for City civil service positions will be carried out in a manner that ensures competition, and results in selection of the most qualified applicant.
- B. Recruitment plans are developed and implemented by the Human Resources Department and the hiring department, and are based on projected workforce needs and labor market conditions. The plan will include a description of the announcement, the examination process, rating instrument(s) and the interview questions.
- C. Internal recruitments may be used when there are a sufficient number of qualified applicants to assure competition in the classification as determined by the Human Resources Department. A Citywide internal recruitment is limited to probationary and permanent City employees. Intradepartmental recruitment is limited to the hiring department.
- D. Open and continuous recruitment and cluster recruitment (for multiple positions in multiple departments) may be used to increase the pool of eligible applicants when these types of recruitment are included in the recruitment plan.
- E. A retired City employee, who is receiving a pension benefit from either the Tucson Supplemental Retirement System or the Public Safety Personnel Retirement System, is ineligible for rehire and will not be placed on a recruitment list until the retiree has served a twelve (12) month break in service.

III. ANNOUNCEMENTS

- A. Announcements will specify the classification title, job code number, salary grade, description of work, minimum qualifications, other selection criteria, date for final receipt of applications, nature of the examination process, and how to apply.
- B. Public announcements will be by public notice a minimum of five (5) business days before the closing date. The announcements will be posted on the City internet site and copies will be distributed electronically to City departments and other individuals and organizations as determined by the Human Resources Department.
- C. Internal announcements will be open for a minimum of five (5) business days and distributed electronically to City departments or the hiring department as appropriate.



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- D. All recruitment announcements will be posted in accordance with Civil Service Rules.

IV. APPLICATIONS

- A. All applications will be on forms provided by the Human Resources Department.
- B. Applications must be received by the Human Resources Department on or before the final filing date and time specified in the announcement. The final filing date may be extended with the approval of the Human Resources Director for good cause.
- C. Applicants are to submit documents and supplemental information as required by the Human Resources Department to verify and evaluate the applicants' qualifications and background.
- D. The Human Resources Department will review applications to ensure that only applicants who have submitted complete applications and possess the minimum qualifications for the position will proceed to the examination stage of the process.

V. EXAMINATIONS

- A. For the purpose of establishing employment lists in accordance with Civil Service Rule IV, the Human Resources Department will work with departments to establish a job related merit evaluation process specific to the position. All processes will be required to include evaluation and scoring of the minimum qualifications, experience, and training.

Any of the following examinations **may** also be included in the process:

1. HR or Department conducted Oral Boards at department's request
2. Telephonic interviews
3. Personal interviews
4. Written Examination
5. Performance/Practical Test
6. Any additional validated examination appropriate to the position

Subject matter experts may be used to evaluate applicants when technical expertise is deemed necessary by the Human Resources Department.

- B. All examinations, evaluations, ratings and selection processes will be job related and conducted impartially.
- C. Examinations will be conducted in locations accessible to the general public; reasonable accommodation will be provided to applicants with disabilities.
- D. Oral Board examinations will be conducted by two or more qualified individuals.



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- E. The Human Resources Department will use professionally accepted principles and methods to ensure examinations meet standards of validity and reliability. All examination materials and scores will be maintained in the Human Resources Department.
- F. The Human Resources Department will determine minimum scores for the employment lists.
- G. The Human Resources Department will establish and maintain reemployment lists in accordance with Civil Service Rule IV, Section 3.
- H. A person who had attained permanent status with the City and was laid off, or otherwise separated from the position at no fault of his/her own, upon request shall be placed on the appropriate reemployment list or lists pursuant to Civil Service Rule IV, Section 3.
- I. Applicants may not retake an examination for the same recruitment process unless approved by the Human Resources Director upon a determination of good cause.
- J. Any recruitment that is approved by the Human Resources Director on an "open continuous" basis will also be subject to a merit hiring process when a vacancy occurs and applicants will be contacted regarding participation at that time.

VI. CONTENTS AND DURATION OF EMPLOYMENT LISTS

- A. When there are laid off employees eligible for reinstatement to the hiring department, the employment list will include only the names of those employees who were laid off from the department and who meet the qualifications of the position. The department must appoint from this list unless none of these employees accepts reinstatement.
- B. In all other instances the employment list will include the names of all applicants with a passing score listed in order from the highest achieved score to the lowest achieved score.
- C. For those applicants achieving a passing score, any applicable preference points will be applied to candidates' achieved scores in accordance with Civil Service Rule III Section 15. The employment list will then be ranked based on the final score (achieved score plus preference points, if applicable).
- D. The Human Resources Department may make a selective employment list based on specialized requirements for the position when the selective requirements (unique to the specific position being filled) and the selective employment list are included in the recruitment plan.



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- E. When a Citywide or intradepartmental recruitment is used, the internal list will include laid-off employees who are eligible for reemployment for the classification requested.
- F. Employment lists may be maintained on an open basis to allow continuous posting of qualified applicants. When an employment list does not include a sufficient number of applicants, the Human Resources Department may direct a new recruitment with existing eligible applicants being automatically placed on the new list for the remaining duration of the list.
- G. The employment list will expire six months after the date of the list unless it is extended in accordance with Civil Service Rule IV.

VII. FINAL SELECTION PROCESS AND APPOINTMENT

- A. Unless otherwise provided in the Civil Service Rules, all appointments to civil service must be made from an employment list prepared in accordance with the Civil Service Rules and Human Resources Procedures.
- B. At the conclusion of the civil service examination process, the Human Resources Department will provide to the hiring department a certified list of candidates with **the top seven final examination scores including ties**. When more than one position is being filled, additional candidates with the next three highest scores will be added to the certified list for each additional position and the list will be based on rank order and will include all candidates with tied scores.

Example:

Final Score	Candidate Ranking	
100	1	
97	2	
95	3	
95	3	
90	4	
89	5	
89	5	
87	6	
85	7	Cut for first list
84	8	
84	8	
83	9	
81	10	Cut for second position
80	11	
79	12	
78	13	Cut for third position



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- C. Whole list certification may be used for police officer recruits, firefighter recruits, police dispatch recruits, 911 operator recruits, and any other recruitment as recommended by the Human Resources Director and approved by the City Manager, where multiple and/or simultaneous hiring is projected. Procedures must be in place to ensure that merit selections are made from the whole list.
- D. The departmental final selection shall include a selection interview and may include additional examinations. The Human Resources Director or designee must review and authorize interview questions and any additional examinations based on job relatedness and scoring validity. Interview scores and additional examination scores must be submitted to the Human Resources Department.
- E. The departmental final selection interview shall either offer all candidates on the certified list the opportunity for interview, or interview candidates in the order in which they appear on the certified list. The final interview requirement shall be waived when the hiring authority selects the top ranked candidate from the certified list.
- F. When the hiring department determines that none of the applicants on the initial list is suitable for the position, the department may request additional candidates from those successfully completing the merit process, or request a new recruitment if necessary. Any department requesting additional candidates or a new recruitment must provide written justification to the Human Resources Director as to why all candidates are not suitable for appointment. Upon approval of the Human Resources Director, this process may continue until the employment list is exhausted or the recruitment is reopened.
- G. Hiring departments should appoint the applicant with the highest score in the final selection process unless the highest scoring applicant declines the appointment in which case the department may offer the appointment to the next highest scoring applicant and so on until the appointment is made.
- H. Hiring departments must submit all departmental and interview ratings to the Human Resources Director prior to final selection of a candidate and the Certification of Equal Employment Opportunity to the Office of Equal Opportunity Programs (OEOP) in accordance with AD 2.02-1. Human Resources and the OEOP will review the recommended appointment for Civil Service Rules and Human Resource procedures. Upon approval of the Office of Equal Opportunity Programs, the Human Resources Department will notify the hiring authority of the approval to make an offer of employment.



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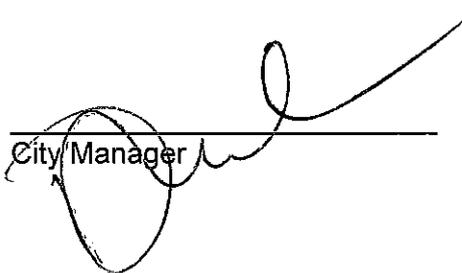
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Appendices None

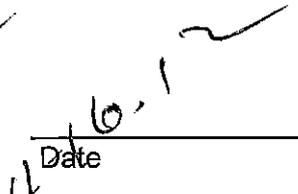
References Civil Service Rules
 Tucson City Code

**Review Responsibility
and Frequency** The Human Resources Director will review this directive annually,
based on date of publication.

Authorized



City Manager



Date