

CCG Employment Process Overview

COLUMBUS CONSOLIDATED GOVERNMENT
HUMAN RESOURCES DEPARTMENT



Objectives

- Provide the purpose of the Employment Process and why it matters
- Reaffirm the City's existing Employment Process
- Identify who is covered by the Employment Process
- Explain the Merit System (Who is covered)
- Outline the Hiring Process

Purpose of the Employment Process

- To recruit and develop the best available employee for each position
- To provide for orderly and consistent processes for personnel administration
- To ensure all new hires and promotions are based on merit and fitness
- CCG is an Equal Opportunity Employer ---- this means applicants and employees will not be discriminated against because of race, color, creed, gender, political affiliations, age, physical disability, national origin, or any other non-merit factor.

Why the Employment Process Matters

- To remain compliant with the Equal Employment Opportunity Commission (EEOC)
- The EEOC enforces federal laws making it illegal to discriminate against protected classes of individuals in hiring and all other work situations.
- To remain compliant with the City's Code of Ordinances, Chapter 16B of the Personnel Regulations
- To remain compliant with the City's Adopted Affirmative Action Plan
- To remain compliant with federal and state grant assurances

Scope of Employment Process

- Includes all Department Heads, Elected Officials, Appointed Personnel
- Includes General Government, Public Safety, and the Courts
- Applies to all applicants for employment and all employees of CCG
 - An Applicant or Employee is someone whose position is funded in whole or in part with City funds and is on the City's payroll

Exceptions include: State employees who may receive a city supplement, Golf Authority, Naval Museum, Airport, UGA Cooperative Extension, and state agencies

What is the Merit System?

The Merit System assures that the recruitment and retention of a qualified workforce, and the selection and promotion of employees providing public services and compensated by tax dollars is conducted in a fair and impartial manner.

Merit System = Good Government

- The Employment Process is the means of achieving a Merit System
- Assures recruitment and retention of a qualified workforce
- Assures the selection and promotion of employees is fair
- Merit System employees provide **public services** and are compensated by **tax-payer dollars**
- Because the public demands transparency, accountability, high performance and ethical standards
- Merit System is a visible, objective personnel process that can withstand public scrutiny

Merit System

All positions in the Merit System are protected

- Employees cannot be fired because a newly Elected Official takes office
- Employees have a right to due process before their position can be taken away from them
- Employees must perform their jobs satisfactorily
- Merit System opposes appointments to public service as a reward for political activity
- Merit System limits the ability of nepotism and political favoritism
- Merit System – the opposite of a Spoils System

Merit System = Good Government

Going Forward – In the Future

- In the past some City funded positions including merit system and non-merit system positions have not been advertised consistent with the City's Employment Process
- All Departments including Elected Officials must comply with the Employment Process
- New Ordinance – Affirms Employment Process
- Applicant or Employee whose position is funded in whole or in part with City funds and/or is on the City's payroll must follow the Employment Process
- Noncompliance = No Hire This means HR will not onboard an applicant who has not followed the Employment Process

Reaffirmation of Employment Process

- Codified in the City's Code of Ordinances, Chapter 16B of the Personnel Regulations
- Established in the City's Adopted Affirmative Action Plan
- Complies with EEOC Uniform Guidelines on Employee Selection Procedures

- To ensure all Departments and Agencies are aware of and follow the Employment Process and adhere to the Merit System
- To adopt an Ordinance to reaffirm existing Employment Process

Position Posting and Selection Process

- Complete approval process to advertise vacant position
- Position advertised (typically two weeks)*
- HR screens for qualified applicants
- Hiring Manager – Interviews, Evaluates, Makes job offer
- Onboarding process begins – Criminal History Record Review, Drug Screen, etc.
- Applicant hired

*Exceptions: Limited appointments and some temporary positions.

Questions?

Elected Officials

Department – Positions Not Advertised	
Municipal Court Judge	Superior Court Judges
Clerk of Municipal Court	State Court Judges
Clerk of Superior Court	Juvenile Court/Juvenile Drug Court
District Attorney	Coroner's Office
Sheriff's Office	Public Defender
Probate Court	State Court Solicitor