

AN ORDINANCE

NO. \_\_\_\_\_

An Ordinance adopting Human Resources Policy Number 220-1010 , *Employment Process Policy*.

THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION ONE

That Human Resources Policy Number 220-1010, *Employment Process Policy*, attached hereto, is hereby adopted and will be executed by the City Manager.

SECTION TWO

That the effective date of said revised policy is January 1, 2021.

SECTION THREE

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the 8<sup>th</sup> day of December, 2020, introduced a second time at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 and adopted at said meeting by affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_
- Councilor Barnes voting \_\_\_\_\_
- Councilor Crabb voting \_\_\_\_\_
- Councilor Davis voting \_\_\_\_\_
- Councilor Garrett voting \_\_\_\_\_
- Councilor House voting \_\_\_\_\_
- Councilor Huff voting \_\_\_\_\_
- Councilor Thomas voting \_\_\_\_\_
- Councilor Tucker voting \_\_\_\_\_
- Councilor Woodson voting \_\_\_\_\_

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

\_\_\_\_\_  
B.H. "Skip" Henderson, III, Mayor

PROPOSED



## *POLICY AND PROCEDURE*

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**POLICY NUMBER:** 220-1010

**POLICY TITLE:** EMPLOYMENT PROCESS

**EFFECTIVE DATE:** \_\_\_\_\_ **REVISION DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
**CITY MANAGER**

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**STATEMENT OF POLICY:**

It is the policy of the Columbus Consolidated Government (“the City”) to hire individuals solely based on their qualifications and ability to do the job to be filled. The City is committed to developing and maintaining consistent and unbiased selection of the best candidate for each available position with the City.

**SCOPE:**

This policy applies to all applicants for employment and all employees of the Columbus Consolidated Government which shall be defined as someone whose position is funded in whole or in part with City Funds and is on the City payroll. Agencies which are on the City payroll but independently fund their employees may voluntarily choose to participate in these procedures.

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

**RESPONSIBILITY:**

It is the responsibility of all department heads and elected officials to comply with the employment process guidelines outlined in this policy.

It is the responsibility of the Human Resources Director to review requests to fill vacancies, and to ensure that the recruitment, selection and hiring for all positions is followed as outlined in this policy.

**PROCEDURE:**

These guidelines provide guidance on the following aspects of the recruitment, job application and selection procedure:

- Job Vacancy

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- Advertising
- Job Application
- Application Instructions
- Application Selection Process

These procedures do not apply:

- 1) To any Department which develops its own application procedures subject to the approval of the Human Resources Department; or
- 2) To the extent that they are in conflict with legally required promotional procedures applicable to Law Enforcement Agencies.

### **Job Vacancy**

Before commencing the recruitment and selection process, an established agreement on the appointment must be obtained from the hiring Department. This requirement applies to all positions at the Columbus Consolidated Government including those positions under the direction of Elected Officials.

The beginning of the recruitment and selection exercise is the decision to create a new position or to authorize the filling of a vacancy. Authorization of the vacancy will come from the Human Resources Director. The hiring department is responsible for initiating the recruitment and selection exercise by contacting the Human Resources Department.

This agreement shall include verification of job vacancy, confirmation of job specifications and job announcement.

### **Advertising/Posting the Position**

The Human Resources Department will post/advertise all vacant positions. Positions posted/advertised for "City Employees Only," may be advertised for five (5) business days only. For general job announcements to internal and external candidates, Human Resources will advertise a minimum of ten (10) business days, unless otherwise specified. "Hard to Fill" or "Highly Skilled" positions may be advertised as "Open Until Filled" or "Continuous" upon the direction of the Human Resources Director and the hiring authority. Positions advertised in the local newspaper, professional magazines and paid Internet postings must be of a professional nature with exceptions approved by the Human Resources Director such as urgent requests for technical positions that are necessary to maintain efficient operations of the Columbus Consolidated Government.

The exceptions to the general rule requiring advertising before hire are casual appointments of a very short-term nature and are temporary for six months or less.

### **Job Application**

Columbus Consolidated Government job vacancies are posted on-line at [www.columbusga.org](http://www.columbusga.org). Job announcements are also available in the Human Resources Department located at 100 Tenth Street, West Wing, 1<sup>st</sup> Floor of the Government Center. Applicants needing assistance completing

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an on-line application may call the Human Resources Department at (706) 653-4059. Applications are accepted for current job vacancies only.

### **Application Instructions**

Application for employment with the Columbus Consolidated Government may be made by submitting an on-line application. In order to apply on-line, applicants must have an e-mail address or working telephone number. Free e-mail accounts are available on the Internet.

Applicants may apply for more than one position. Applicants must complete all parts of the on-line application for the application to be considered complete. Resumes cannot be substituted in lieu of the employment application; however, resumes are accepted as a document attachment, which may be uploaded.

Submission of an application does not create a contract for employment, and the Columbus Consolidated Government reserves the right to change or cancel a job posting without prior notice.

### **Application Selection Process**

Human Resources will conduct an initial screening of all applications for qualifications that are consistent with the job description and requirements. A limited number of qualified applicants are then forwarded to the hiring department for further screening. The hiring department will make selections for interviews, conduct relevant or applicable testing, and check references.

Once a decision has been made to hire an applicant and a pre-offer made, the Human Resources Department will assist with the on-boarding process. Applicant hire will be contingent upon satisfactory completion of the following: Criminal background checks, verification of credentials, drug/alcohol testing, and other department specific pre-selection requirements, and preparation of an offer of employment letter. Applicants not selected will be notified via e-mail, or by letter of the department's decision. The entire application, interview, and selection process may take a few weeks.

Application forms, reference forms, assessment forms, interview forms and any paperwork concerned with the interview and selection process should be treated as strictly confidential by the hiring department and sent to the Human Resources Department/Employment Section when a selection has been made.