

	<b>TOWN OF PARADISE VALLEY</b> <b>Administrative Policy</b>	
	<b>Title:</b> <b>RECRUITMENT AND SELECTION</b>	<b>Policy No.</b> AP-05.1
<b>Policy Owner:</b> Gina Monger, Human Resources Director		
<b>Approved By:</b> Andrew Ching, Town Manager		<b>Effective Date:</b> 06/23/2024
<b>Authorized By:</b> Chapter 5: Conditions of Employment, Town Employee Handbook	<b>Revision History:</b> None	<b>Effective Date:</b> 06/23/2024

## 1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 5: Conditions of Employment* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

## 2. POLICY

- 2.1. The Town is committed to employing the best qualified candidates while engaging in recruitment and selection best practices that comply with all applicable employment laws. It is the policy of the Town to provide equal employment opportunity to all applicants and employees.
- 2.2. Only job-related criteria will be used to evaluate candidates and the recruitment and selection processes are applied uniformly.
- 2.3. The Police Department may establish additional recruitment and selection procedures through department general orders that are appropriate to their position requirements and in accordance with any state and federal requirements for sworn officers.

## 3. DEFINITIONS

- 3.1. **Apprentice/Apprenticeship:** An appointment of a candidate to a position in a specialized or skilled trades class at a lower level of experience or training/educated. The apprentice will achieve the necessary experience and education on the job to become qualified for the position.
- 3.2. **Demotion:** The voluntary or involuntary appointment of an employee as the incumbent of their current position and assigned pay range to a position in a lower pay range.
- 3.3. **Direct Appointment:** An appointment only made by the Town Manager to fill a position without a formal recruitment and selection process.
- 3.4. **Internal Recruitment:** A recruitment posted for a position that is only open to current Town employees.
- 3.5. **Lateral Transfer:** The voluntary or involuntary appointment of an employee from a position in one class to a position in another class with the same pay range.
- 3.6. **Open Competitive Recruitment:** A recruitment posted for a position that is open to all applicants who meet the minimum posted requirements, including current Town employees.
- 3.7. **Open Continuous:** Refers to a recruitment that has no closing date and is open until further notice.

- 3.8. **Promotion:** The appointment of an employee as the incumbent of their current position and assigned pay range to a position in a higher pay range. Acting capacities, assignment pay, and reclassifications of positions are not considered promotions.
- 3.9. **Sworn Personnel:** Positions within the Police Department that are required to be certified by AZPOST and maintain the certification throughout their employment in any sworn position.

#### 4. RECRUITMENT PROCESS

##### 4.1. Position Review

- 4.1.1. Supervisors will provide notice to Human Resources of vacancies as they occur. The department will review the needs of the position and confirm funding availability. If position continues to be necessary and funded, the supervisor and/or department director will review the current job description and coordinate with Human Resources for updating as appropriate.

##### 4.2. Type of Recruitment

- 4.2.1. Human Resources and the department supervisor/director will collaborate to identify the best method to fill the vacancy, with consideration given to the Town's needs and best interests, availability of internal applicants, and the position qualification requirements. The following options are available to fill the position:

- 4.2.1.1. Open competitive recruitment
- 4.2.1.2. Internal only recruitment
- 4.2.1.3. Lateral transfer
- 4.2.1.4. Promotion
- 4.2.1.5. Voluntary demotion
- 4.2.1.6. Direct appointment
- 4.2.1.7. Apprenticeship

##### 4.3. Job Posting

- 4.3.1. If it is determined that a recruitment is warranted, Human Resources will prepare and post the job posting to the internal and/or external Town job boards. Human Resources will post the job for the duration that is necessary to gather a sufficient number of qualified applicants to consider. The job posting may be posted to additional job boards as appropriate to the position and/or as needed to effectively advertise the opportunity. The cost for posting to other job boards is generally expensed to Human Resources.
- 4.3.2. All job postings will include the statement: *"The Town of Paradise Valley is an equal opportunity employer and encourages all qualified applicants to apply."*
- 4.3.3. Employees are encouraged to share external recruitment opportunities within their personal and professional networks.
- 4.3.4. If an open continuous recruitment is utilized, it should be reposted periodically to ensure its visibility on job boards. Candidates should either be dispositioned or transferred to the new job posting for continued consideration.

#### **4.4. Applications**

- 4.4.1. Unless stated otherwise in the job posting, all applicants, including current Town employees, must apply through the Town's online application tracking system and be received before the closing date and time of the recruitment announcement.
- 4.4.2. Only candidates whose application and supporting documents reflect the posted minimum qualifications will be considered for hire by the Town. The minimum requirements will be applied to all applications consistently to the extent possible. Sworn personnel must also meet the minimum requirements of:
  - 4.4.2.1. Arizona Peace Officers Standards and Training Board (AZPOST) (Administrative Code R13-4-105).
  - 4.4.2.2. Have and maintain AZPOST certification.
  - 4.4.2.3. Have and maintain the ability to testify in a court of law without limitation.
- 4.4.3. Applications will be reviewed by Human Resources and forwarded to the hiring supervisors for further review. Human Resources may solicit assistance from the hiring supervisor(s) to determine if a candidate meets the posted requirements.
- 4.4.4. Any applicant who is found to have misrepresented information on any of their application documents may be removed from further consideration. Any Town employee who misrepresents information on a Town employment application or at any time during a recruitment selection process may be subject to disciplinary action, up to and including dismissal.
- 4.4.5. Applicants should be dispositioned once it has been determined that they are no longer under consideration.

#### **4.5. Selection Process**

- 4.5.1. Once qualified applicants are forwarded to the hiring supervisor, the candidates may be further screened using any combination of the following methods that are applicable to the position:
  - 4.5.1.1. Prescreening phone, email, and/or video interviews.
  - 4.5.1.2. Panel interviews, one-on-one interviews, and/or open forums.
  - 4.5.1.3. Physical fitness and/or agility assessments.
  - 4.5.1.4. Online or in-person assessments of knowledge, skills, and/or abilities.
- 4.5.2. Employees who participate in candidate interviews should be trained in how to conduct legal and effective interviews.

#### **4.6. Conditional Offer of Employment**

- 4.6.1. Upon the successful completion of the selection process, the selected candidate(s) name will be forwarded to Human Resources to prepare the conditional offer of employment. Conditions of the offer are circumstances that must be met *upon hire* by the selected candidate.
- 4.6.2. The wage/salary offer to be made will be in accordance with the Town's compensation policy. Benefits offered are based on the position's status and the number of hours scheduled to work per week.
- 4.6.3. Conditions of employment for every job offer will include the candidate's:
  - 4.6.3.1. Acceptance of the job offer.

4.6.3.2. Successful completion of a background investigation as required by the position and as determined by the Town.

4.6.4. Other conditions may be included based upon the position requirements as identified in the job description or Town policy.

#### **4.7. Background Investigations**

4.7.1. Except for Police Department positions, Human Resources will initiate the background investigation for candidates who have accepted an offer of employment with the Town in accordance with state and federal statutes. Background investigations may include, but are not limited to:

- 4.7.1.1.1. Education
- 4.7.1.1.2. Employment
- 4.7.1.1.3. Driving
- 4.7.1.1.4. Local, state, and federal criminal activities
- 4.7.1.1.5. Licensures and certifications
- 4.7.1.1.6. Financial/personal credit
- 4.7.1.1.7. Social media presence
- 4.7.1.1.8. Personal/professional references
- 4.7.1.1.9. Pre-employment drug testing

4.7.2. Human Resources will consider the results of the background investigation in accordance with state and federal statutory requirements and determine if the candidate successfully completed the background investigation. A conviction of a criminal offense does not automatically disqualify an applicant from employment with the Town.

4.7.3. Background investigations for Police Department positions will be conducted by the department's assigned background investigator who is trained in collecting the required information and will include at a minimum the:

- 4.7.3.1. Verification of qualifying credentials
- 4.7.3.2. Review of the applicants criminal history.
- 4.7.3.3. Verification of at least three personal references.

4.7.4. The Chief of Police will make the final selection and approve all Police Department appointments, except for the position of Chief of Police.

#### **4.8. Mental and Physical Examinations**

4.8.1. Conditions of employment that require the satisfactory completion of mental and/or physical examination will be conducted by a healthcare professional designated and paid for by the Town. Consistent with the Town's drug- and alcohol-free workplace policy, a drug test may be required of applicants receiving a conditional offer of employment.

4.8.2. Police Department applicants must pass a polygraph examination and a psychological examination. Applicants will be advised prior to the polygraph examination the general areas of questions that may be covered. The polygraph examiner's report will be provided to the Chief of Police and the results of the polygraph examination will not be used as the sole determining factor for rejecting an applicant.

#### **4.9. Confirmation of Employment**

4.9.1. Upon successful completion of all of the contingencies of the conditional offer, the candidate will be provided with a confirmation of employment, that includes the (anticipated) start date.

4.9.2. Human Resources will schedule new hires to attend new employee orientation on or shortly after their start date.

### **5. INTERNAL RECRUITMENT PROCESSES**

5.1. In addition to the process described in *Section 4: Recruitment Process*, there are additional methods to fill vacancies using only internal candidates (active employees). The prescribed method for minimum requirements, selection, conditional offers, and background investigations are applicable as required by the position.

#### **5.2. Lateral Transfer**

5.2.1. A lateral transfer may be used to fill a vacancy or to transfer two Town employees who are in the same pay range and may be initiated by the employee(s) or the department director(s). Transfers from one department to another require approval of the affected department directors, unless the appointment is at the direction of the Town Manager.

5.2.2. An employee lateral transfer may be initiated by a written request to the affected department directors and Human Resources, outlining the reasons for the request and the position to be transferred to. The department directors and Human Resources will review the request and will base the decision to approve the request on operational and workforce needs of the Town.

5.2.3. Employees who accept a lateral transfer will accept all of the wage, benefit, and working conditions of the new position. Lateral transfer employees must meet the minimum qualifications for the new position.

#### **5.3. Promotion**

5.3.1. Vacancies may be filled by a promotional recruitment or direct appointment by the Town Manager. Promotional recruitments will be announced to all Town employees.

5.3.2. The Police Department may implement a general order for the procedures to fill promotional vacancies.

#### **5.4. Demotion**

5.4.1. All demotions must be approved by the Town Manager and the affected department directors. A voluntary demotion may be initiated by the employee through a written request to the affected department directors and Human Resources, outlining the reasons for the request and the position to be demoted to. The department directors and Human Resources will review the request and will base the decision to approve the request on operational and workforce needs of the Town.

5.4.2. Employees who are demoted will be subject to all of the wage, benefit, and working conditions of the new position. Employees to be demoted must meet the minimum qualifications for the new position.

## **5.5. Apprenticeship**

- 5.5.1. Candidates appointed as an apprentice are to be trained on the job, with the duration of the appointment intended to achieve the knowledge, skills, and experience necessary to successfully perform the duties of the position.
- 5.5.2. Apprentices who are not current Town employees will serve a probationary period that is sufficient to achieve the job requirements. Town employees who are appointed as an apprentice will serve a 12-month review period in accordance with the probationary and review period policy.
- 5.5.3. Once the apprentice has successfully completed the probationary/review period, the rate of pay will be adjusted to the minimum of the salary range if performance met standards, if not already at or above the minimum rate of pay of the range.

## **6. INTERNSHIPS**

- 6.1. An intern is a student in a senior-level undergraduate academic program, or graduate-level academic program, with the objective of completing specified departmental project or assignments within a specified duration of time.
- 6.2. Interns may be used to supplement the existing workforce and are not intended to fill vacancies within the Town. Any compensation for interns is provided for in the compensation policy.
- 6.3. Potential candidates for interns may be through referrals or through an open competitive recruitment announcement. Candidates who express interest in an internship opportunity will be considered based on Town needs and the student's area of education, interest, and availability.

## **7. RECORDS MANAGEMENT**

- 7.1. Except as otherwise noted, all recruitment and selection records are maintained by Human Resources, except as otherwise required by statute. Records will be maintained in accordance with state records retention requirements.
- 7.2. Selection and background investigation documents will be maintained by the Police Department in accordance with state records retention and any other applicable statutory requirements.