



City of Pittsburgh
Operating Policies

Policy: Application for Employment and Related Procedures	Original Date: 5/1982
	Revised Date: 5/1/2013

PURPOSE: To establish guidelines for the application for employment and related procedures.

POLICY STATEMENT: All interested applicants must register and submit their information on the City of Pittsburgh Online Employment Center (OEC). For jobs that are not currently open for recruitment, a Job Interest Card can be completed on the OEC. The required applicant demographic, employment and training information form will be stored in the Department of Personnel and Civil Service Commission's applicant tracking system and used to determine minimum qualifications and correspondences.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITIONS

Online Employment Center: The website where all vacant City jobs can be applied for and where job interest cards can be filled out for recruitments that are not currently in progress.

PROCEDURE

The Department of Personnel and Civil Service Commission accepts applications for employment opportunities via the City of Pittsburgh's Online Employment Center. The Online Employment Center process involves three steps. **Step 1:** Users are required to register on the system. Registration requires an email address and a user password. **Step 2:** Users should input all of the required personal information and also the data for their training and work experiences. Once this information is input, it remains in the system for all jobs applied for. It is the user's responsibility to update their personal, training and employment data. **Step 3:** Users can view all current City of Pittsburgh positions, and apply for any/all positions for which they believe they are qualified. Additionally, jobs

the City is not currently recruiting for are listed and applicants may submit online Job Interest Cards to be notified by email when the positions are being recruited.

If a posted job requires a Civil Service examination, the Candidate Preparation Guide will be available online to be downloaded.

City employee union BIDS and internships are also posted and processed via the Online Employment Center.

Some of the questions on the application and/or parts of the personal information required are as follows:

APPLICATION FORM

Position/Department/Announcement Number identifies the applicant pool.

Personal data enables the hiring department to contact the applicant.

Applicant residence. Most job announcements require City residence at the time of filing application. The Department of Personnel will verify an applicant's residency and forward applications of current City residents. If the hiring department comes to have reason to question that the applicant is not or was not a resident, that information must be given immediately to the Department of Personnel and Civil Service Commission for investigation. If the position is open to non-residents, the hiring department must inform the non-resident applicant that 1) City residency is required prior to appointment and 2) the applicant must submit documentation of residency to the Department of Personnel and Civil Service Commission prior to approval for appointment.

Applicant data. To enable the hiring department to be aware of current and previous employment. One question pertains to current City of Pittsburgh employment status. It is a Yes/No question. If this question is answered affirmatively, the hiring department should contact the current or previous department regarding the applicant's employment history, e.g., punctuality, disciplinary actions, quality of work, etc.

Section 707 of the Home Rule Charter prohibits multiple employment with another governmental unit. The hiring department must inform any applicant who answers this question affirmatively that he/she would have to resign from any other compensated governmental position prior to beginning employment with the City of Pittsburgh.

Applicant's Relatives. Each department must determine whether the consideration and/or hiring, transfer or promotion of an applicant would constitute a violation of the provisions of the Pittsburgh Code regarding the employment or appointment of relatives (see Title I Administration Chapter 197 and specifically

Section 197.05). "Direct family" is defined in Section 197.02 as parent, spouse, child, brother, sister, grandparent or grandchild. The Department of Personnel and Civil Service Commission notifies each Department of candidate(s) on an eligibility list who identified, at the time of application, an immediate relative in the hiring department. It is the responsibility of the hiring department to verify relative status for the candidate(s) prior to consideration of and making an employment offer to the candidate(s). Questions regarding the employment or appointment of relatives should be directed to the Director of Personnel and Civil Service Commission or the Manager of Employment, Secretary and Chief Examiner of the Department of Personnel and Civil Service Commission.

Applicant data regarding education, special licenses and experience. This information is initially used by the Department of Personnel and Civil Service Commission in determining the eligibility of the applicant. The hiring department should use this information in considering the eligible applicants, to verify education and experience, and to check references. It is the responsibility of the hiring department to verify information and check references of those eligible applicants who are receiving consideration. Should your verification or reference check procedures disclose information inconsistent with the application, please notify the Department of Personnel immediately for further investigation.

In addition to swearing to the accuracy and completeness of the information contained on the forms, the applicant authorizes access to educational, medical, criminal history and employment records. Hiring departments should advise a candidate during the interview that the present employer will be contacted for reference if the candidate is being given final consideration.

Some positions require the applicant to attach or include their personal resume. Resumes are forwarded to the hiring authority with the applications.

For positions requiring a degree, applicants must provide official transcripts from an accredited college/university and/or training school to the Department of Personnel & Civil Service Commission by the posting deadline. Official transcripts are required for each application submitted. Copies will not be accepted.

Candidates who receive Conditional Offers will be informed of the City's policy on the application process and background investigations. The applicant verifies that they understand and agree to allowing the City to conduct an investigation on them should they be given a Conditional Offer.

Some applications, depending on the position, have supplemental questions that require the applicant to complete. The questions pertain to the specified requirements of the position and assist the Personnel Analyst to evaluate the applicant's qualifications. In addition, the questions are useful tools to the hiring authorities during the interview process.

The hiring department is not to make any marks or notations on the application. Notes regarding interviews are to be made on a separate sheet of paper and retained in the hiring department's files.

All applications must be returned to the Department of Personnel and Civil Service Commission as we are legally required to maintain all original applications in our files. A Personnel Transaction Form will not be processed until the applicant pool is returned. Departments may make copies of applications if they wish to keep a copy for the departmental files. However, if a department does make and retain copies of applications, the department must maintain them in a manner consistent with laws and regulations.

PERSONAL DATA INFORMATION

The Personal Data information from the Online Employment Center process will be retained by the Department of Personnel and Civil Service Commission and will not be forwarded to the hiring department.

Identification information (name, address, driver's license, race, etc.) is used to process an applicant and to create payroll and personnel records for a candidate who has been offered and accepted a position with the City. This information is also used to evaluate the selection process for adverse impact.

Disability information is used to determine what accommodations are necessary for an applicant during the selection process and/or employment.

Armed Forces information is used to determine eligibility for Veteran's Preference points for Open Competitive examinations in accordance with the State Veteran's Preference Act, Part V, Section 7102, or other applicable laws.

Please contact your Personnel Analyst if you have any questions regarding this procedure.