



City of Pittsburgh Operating Policies

Policy: Hiring Processes	Original Date: 9/29/1986
	Revised Date: 5/01/2013

PURPOSE: To ensure all City of Pittsburgh departments have the essential information pertaining to filling vacancies in their departments.

POLICY STATEMENT: This policy will offer City departments the required work flow and processes required to hire individuals into positions for their departments in the correct and most efficient manner. This policy does not pertain to the hiring of Police Officers or Firefighters.

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

Preferred Eligibility List – A list comprised of individuals who have been laid off from specific positions by the City of Pittsburgh. Under Civil Service, candidates on Preferred lists have absolute preference to recall should the same position in the same department become vacant and should the City of Pittsburgh move forward to fill the vacancy. There is no expiration date for a Preferred list or for how long someone remains on such a list. The Department of Personnel and Civil Service Commission (P&CSC) will periodically send correspondences to those on these lists to determine if there is still interest in their recall to the positions.

Civil Service Eligibility List – A posted list of names of those candidates who have satisfied the minimum qualifications set for a position and who may have taken and passed any required Civil Service Examinations. Eligibility Lists are valid for at least one year and no more than three years based on Civil Service Rule IV.

Civil Service Classifications – Based on the Civil Service Statutes, positions are classified as Non-Competitive, Competitive, Labor, or Exempt. The Statutes delineate how the classifications are determined for positions.

PROCEDURE

When a vacancy occurs or is anticipated, the hiring department will submit a Personnel Requisition to the Office of Management and Budget for approval to fill the vacancy. Once the Requisition is approved, the assigned Personnel Analyst in P&CSC can work with the hiring department designee to fill the vacancy.

1. If a Preferred Eligibility List exists for a position, the top person on the Preferred list has the legal recall right to the vacant job. This is assuming that the job titles are exactly the same and that the position is in the same department/bureau as listed on the Preferred list.
2. If there is no Preferred Eligibility List the Personnel Analyst assigned to the position will verify if there is a current Civil Service Eligibility List posted for the position. If there is a current list the department must use that list of names to fill the vacancy.
3. If there is not a current Civil Service Eligibility List, a job analysis must be considered for the position. Under federal law, it is required that positions be analyzed every three (3) years to ensure that the duties, responsibilities, working conditions and minimum qualifications are accurately captured and documented.
 - a. For the City of Pittsburgh, when a vacancy occurs in a position classification a Personnel Analyst will determine if the position has been analyzed or not in the past three years. If it has been analyzed in that time period the Personnel Analyst may move to the Recruitment Phase.
 - b. If the position has not been analyzed in that time period, a comprehensive job analysis must be conducted between P&CSC and the hiring department designees. The analysis can be conducted in one meeting assuming there are no major changes to the position whereby a complete Job Analysis Questionnaire would need to be completed and a more thorough analysis conducted to re-craft and factor the position.
4. For the Recruitment Phase, P&CSC will create and post the job announcement, have the position posted on the City's Online Employment Center and will ensure that the job be advertised accordingly. The announcement identifies the recruitment period established by P&CSC, it lists the general requirements for the position (driver's license, resume, city residency, certifications, etc.), the minimum qualifications for the position (education and/or experience requirements), the associated civil service examinations (if applicable, such as written, performance or medical exams), the duties and responsibilities for the position, the working conditions associated with the position, and the benefits offered by the City of Pittsburgh.

5. Once the recruitment phase has ended, the applications submitted will be checked to ensure applicants met the general requirements.
 - a. Those who did not will be disqualified.
 - b. The remaining applications will be given to the Personnel Analyst who will review the applications for the minimum qualifications.
 - c. Applicants who do not meet the minimum qualifications will be deemed ineligible for the position and will not be further considered for the position.
6. For applicants who meet the minimum qualifications the first thing to consider is whether or not there is a civil service examination.
 - a. If there is an exam, those applicants who met the minimum qualifications will be scheduled for the examination(s) and the exam(s) will be conducted by the Civil Service staff. At the conclusion of the exams all test papers will be scored and those who failed will not be further considered. Those who pass the exams will have their names and exam scores placed onto the Civil Service Eligibility List.
 - b. If there is not an exam, the applicants who met the minimum qualifications will have their names placed onto the Civil Service Eligibility List.
7. Once the Civil Service Eligibility List is established the next point to consider is whether or not the position is a union position that may require a Union Bid to be posted.
 - a. If a Union Bid must be posted, it is required for 10 days, upon which time the Personnel Analyst will review the Bid submissions and generate a Bid Results Memo. The department head and/or his/her designee will be sent the Bid Results Memo, the applications of those who are eligible bidders and, if applicable, the applications of those who are on the Civil Service Eligibility List for consideration.
 - b. If the position does not require a Union Bid then the department will be sent the applications of those on the Civil Service Eligibility List for consideration.

A Departmental Hiring Reference Chart is provided to assist department heads and/or their designees in filling vacancies within their department. P&CSC encourages the use of this reference chart after an announcement or bid for the position has been posted and you have received the eligibility list or bid results memo. In order to use this chart, you must determine the Civil Service and union status of the position. This information is provided on the announcement or bid notice.

Tasks are listed under the headings marked with an "X". These tasks are to be completed in sequential order from Pre-Interview to Final Processing.

The description below corresponds to the format of the chart and provides a detailed explanation of the items.

8. Pre-Interview

- a. The City's Nepotism Policy prohibits the appointment of an applicant who has an immediate relative employed in the hiring department. Immediate relative is a parent, child, spouse or sibling. The City's Nepotism Policy applies to new hires only. (See the separate Procedure called Application for Employment and Related Procedures). Candidates denote on their application the names of relatives who work for the City of Pittsburgh. Please note, however, a candidate's relative status may change from the time of filing the application. Therefore, the hiring department is responsible for ascertaining any change of status from eligible candidates prior to or during the interview process.
- b. Multiple government employment is prohibited for City employees by Section 707 of the Home Rule Charter. A person seeking employment with the City cannot be hired if he/she is or plans to continue to be employed by another government such as school district, the URA, Housing Authority, Community College, etc. If the applicant you wish to hire is so employed, he/she must resign from the other government employer and such resignation must be effective prior to beginning employment with the City. You should also inform the candidates during the interview of this restriction on multiple government employment so that they know they cannot accept other government employment after being hired by the City.

9. Interview

- a. Job Interviews by all City Departments should be conducted in accordance with all relevant laws. The City of Pittsburgh supports the Equal Employment Opportunity Commission Uniformed Guidelines for Selection and the Pennsylvania Human Relations Commission Laws. The Pennsylvania Human Relations Act has made discriminatory practices unlawful. One of these discriminatory practices involves pre-employment inquires. No questions may be asked concerning:
 - i. Race
 - ii. Color
 - iii. Religious creed
 - iv. Ancestry
 - v. Sex
 - vi. National origin
 - vii. Past handicap or disability
 - viii. The interview should consist of questions concerning the requirements of the job that are critical to effective job performance.

- b. During the interview, the hiring department must inform the candidates that in accordance with the provisions of the Immigration Reform and Control Act of 1986, if employment is offered they will be required to complete an I-9 Form and present documentation of their identity and employment authorization to the department head or designated representative two weeks prior to their proposed start date. (See the separate procedure for New Hires, Transfers and Promotions for a listing acceptable identity and employment verification documentation).
- c. If a candidate was required to present and maintain a current, valid PA driver's license to be eligible for employment as stated on the position announcement, it is the hiring department's responsibility to ask candidates during the interview process if they currently fulfill this requirement. Even if a driver's license was presented at time of filing the application, the status of the driver's license at time of appointment must be verified (i.e. possible suspension or expiration).
- d. When the recruitment has been opened to non-City residents, a candidate who is not a City resident must become a City of Pittsburgh resident prior to the start date. P&CSC may be contacted at x2392 to get information on what written documentation must be submitted to the Department of Personnel and Civil Service Commission to adequately verify City residency.
- e. When awarding a bid to eligible bidders from a bid results memo, a Notice of Award of Bid Form is to be completed by each bidder that indicates whether they accept or decline the position (See separate Procedure called Bid Procedures). The most senior bidder must respond to the Notice of Award of Bid Form within five (5) working days for AFSCME 2719 covered positions and within three (3) working days for PJCBC covered positions. If a bidder fails to return the form to the hiring department within the specified time period, it is deemed to be a decline and this is to be noted by the department on the form initially issued to the bidder and the copy sent P&CSC. If the senior bidder declines the position, the form must be completed and submitted to P&CSC before the position can be offered to the next senior qualified bidder. Laborer positions are posted for interdepartmental bid twice a year (March and September). The bid covers all departments that have Laborer positions and the bid results are valid for six months.

10. Post-Interview Selection and Conditional Offer of Employment

- a. After the interviewing process is complete but prior to checking the candidate's references, the hiring department should extend a conditional offer of employment to the selected candidate and send the candidate a conditional offer packet (See Application Processing & Background Investigations Policy).

- b. The hiring department is responsible for checking the candidate's references. It is in the department and City's best interest to verify this information before offering the position.
- c. If the position also requires a medical examination, the offer of employment must be conditional pending the candidate passing the medical examination. See "g." below.
- d. For all Non-Competitive positions, a letter of nomination must be submitted to the Civil Service Commission by the department head requesting approval of its nomination. This letter is to be submitted with the Personnel Transaction Form and application.
- e. After your department has made its final selection(s), all interviewed candidates are to be informed of their status.
- f. The Personnel Transaction Form must be submitted to the Office of Management and Budget at least two weeks prior to the candidate's start date in order to allow sufficient time to process the necessary paperwork. The effective date of hire on the Transaction Form must be the beginning of the next pay period. The completed I-9 form and photocopies of the documents the candidate has presented for identity and employment authorization must accompany the Personnel Transaction Form.
- g. Candidates must take and pass the required Civil Service Commission medical examination if it is noted as a requirement on the job announcement for the position. P&CSC will inform the hiring department of the requirement to schedule an appointment for the pre-employment medical examination, and the hiring department is responsible for notifying the candidate of the appointment. The candidate must take and pass the medical examination prior to receiving a final offer of employment.
- h. All original applications must be returned to P&CSC. Your department may make copies for internal use during the interview process. If a candidate for an Exempt non-career service position did not submit an application, you are to instruct the candidate to do so as soon as possible and prior to beginning employment at the Department of Personnel and Civil Service Commission Employment Counter.
- i. If the candidate is transferring from a union covered position to a non-union position, an Acceptance of Employment in a Non-Union Position Form must be completed and forwarded to P&CSC (See the separate Procedure on Acceptance of Employment in a Non-Union Position[s]).

11. Final Processing and Final Offer of Employment

- a. A final offer of employment letter must be mailed to the selected candidate (See Application Processing & Background Investigations Policy).

- b. All new hires must attend an Employee Orientation session conducted by P&CSC. Temporary and part-time employees are also required to attend a special orientation session. P&CSC contacts the candidates' respective departments to inform them of the candidates scheduled orientation date and time. The department, in turn, notifies the candidate via the final offer of employment letter. Orientation sessions are scheduled each Monday. (See the separate New Employee Orientation Policy).
- c. It is strongly encouraged that, during the new employee's first few days of work in the department, the immediate supervisor provides a departmental orientation. The departmental orientation should be designed to introduce the new employee to the department employees and to familiarize the employee with the operations of the department as well as any department-specific policies, procedures, etc.

Please note that not all of the items on the reference chart are required in every hiring situation. If you have any questions regarding the applicability of items listed on the hiring chart, contact your Personnel Analyst for clarification. Please make copies of the chart for use by all appropriate personnel in your department.

We hope the hiring chart will be of assistance in filling vacancies in a more efficient and expeditious manner.

Attachment