



## City of Pittsburgh Operating Policies

<b>Policy: Job Announcement Policy</b>	<b>Original Date: 10/20/14</b>
	<b>Revised Date:</b>

**PURPOSE:** To assure City of Pittsburgh hiring departments are aware of the policy and timeline for creating job announcement postings.

**POLICY STATEMENT:** The Department of Personnel and Civil Service Commission (PCSC) is responsible for the analysis of all City of Pittsburgh positions and for the recruitment and creation of uniform job postings of all Civil Service covered positions and “At-Will” positions, as requested or required.

*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.*

### PROCEDURE

In order to create uniformity of the job announcement postings:

1. New job announcements will only be posted on Mondays; however, they are posted online on the Sunday before.
2. Hiring departments must have all pertinent information submitted to their Personnel Analyst by Wednesday of the previous week in order to have the job announcement posted on the following Sunday/Monday.
  - The hiring department and the Department of Personnel & CSC must have an approved Personnel Requisition Form, signed by the Budget Office, for the position to be posted (see separate Requisition Policy).
  - Upon receipt of an approved Personnel Requisition Form, the Department of Personnel and Civil Service Commission will consult with the hiring department to conduct the appropriate job analysis, recruitment and examination procedure in accordance with applicable Civil Service Statutes and Rules and collective bargaining agreements.

A **Job Analysis** is conducted on a position that has not been posted within the previous three (3) years. The job description will be sent to the hiring department for review to update the job duties, the knowledge, skills and abilities required for the position, and/or licenses/certification of the position. In addition, the Working Conditions Form will be created, reviewed and/or updated. The Personnel Analyst will meet with the department’s Subject Matter Expert (SME) to acquire additional information needed for

the job description and job announcement. Once the information has been finalized, the Personnel Analyst in conjunction with clerical staff, will format the job announcement. This Job Analysis process may take up to three (3) weeks before the job announcement is finalized and ready for posting.

**Position Requirements** – The Personnel Analyst in conjunction with the hiring department Subject Matter Expert(s) will establish the minimum eligibility requirements for the position. All requirements are reviewed and approved by the Civil Service Commission and/or the Personnel and Civil Service Commission Chief Examiner to ensure they correlate to existing position structures.

**Recruitment** – The job announcement will be placed on the Personnel and Civil Service Commission Employment Board (hardcopy), the Online Employment Center and on the City of Pittsburgh’s cable channel. Advertisements in the Pittsburgh Post-Gazette and the Pittsburgh Courier are available once a month. Job announcements are posted for two (2) to three (3) weeks in order to attract as many qualified candidates as possible. It is the requirement of the Civil Service Commission that announcements are posted for a minimum of five (5) days. If the hiring department wants to advertise in other areas, the department is responsible for the cost of the advertisement.

**Examination** - When a job announcement is posted that requires a Civil Service written and/or performance based examination, a testing date must be established at the time of posting the job announcement. In the event an examination needs to be revised or developed, the Director of the hiring department may assign a Subject Matter Expert (SME) to work with the Personnel and Civil Service Commission Chief Examiner and his/her designee. The Civil Service Commission holds the final authority to amend, institute, or abolish an examination for a Civil Service position. All applicants who are deemed eligible to take the examination will be notified by mail and/or Email. If no Civil Service Examination is required, a complete analysis of each applicant’s application and resume is conducted to determine their Eligibility for the position. This also is considered an “Examination”.

**Applications and/or Eligibility Lists** – The Personnel Analyst will “Examine” the submitted applications to determine each applicant’s eligibility. For Civil Service covered positions, Eligibility Lists are created; identifying those applicants deemed eligible (who met the posted minimum requirements). Ineligible applicants are so notified and may not be considered by the hiring department. Eligibility List lengths are pursuant to Civil Service Rule IV (see separate Hiring Process Policy).