

Chapter 4

Issue 3 02/25/2025

SUBJECT: RECRUITMENT, TESTING, CERTIFICATION, AND REFERRAL

I. PURPOSE

This policy establishes standardized guidelines for the recruitment, assessment, certification, and referral of applicants for employment with the City.

The City is committed to proactive recruitment efforts to attract and retain a diverse, qualified workforce. Special emphasis is placed on reaching veterans, women, minorities, and individuals with disabilities to ensure fair and inclusive hiring practices.

II. SCOPE

This policy applies to all City departments. In cases where any provision conflicts with an approved memorandum of understanding (MOU) between the City and a recognized employee organization, the MOU shall take precedence. Any exceptions to this policy require approval from the City Manager.

III. AMENDMENTS

This policy may be amended by the City Manager.

IV. POLICY AND PROCEDURES

A. Position Requisition and Recruitment Initiation

Department/division heads seeking to fill a vacant, authorized position must submit a **Human Resources Requisition Form** to the Human Resources Department. If no active eligibility list exists for the role, a recruitment and selection process will be initiated.

B. Eligibility Lists for Certification

Candidates may be certified from the following eligibility lists:

1. Re-employment
2. Promotional
3. Reinstatement
4. Transfer
5. Demotion



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If no qualified candidates are available, an **open competitive recruitment** will be conducted.

C. Open Competitive Recruitment Process

The Human Resources Department will develop a tailored recruitment plan, which may include:

- Posting job announcements internally and externally
- Advertising in regional and national job boards, trade publications, and professional associations
- Partnering with veterans' organizations, minority networks, and disability inclusion programs
- Conducting outreach at career fairs, military transition programs, and workforce development initiatives

D. Job Announcements

All competitive service job openings will be publicly posted and must include:

- Job title and salary range
- Job responsibilities and minimum qualifications
- Application deadline and submission details
- Examination and selection process overview
- Equal Employment Opportunity (EEO) statement
- Veterans' preference eligibility

E. Application and Submission Guidelines

Applicants must submit a **City of Lompoc Employment Application** through Government Jobs or NeoGov and any required supplemental materials by the specified deadline. Incomplete applications may be disqualified.

1. Submission Deadlines: Applications must be received by the Human Resources Department before the closing deadline.
2. Application Retention: All applications will be retained by the Human Resources Department for at least two years.



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3. Confidentiality: Applications are confidential and will not be disclosed except in compliance with legal requirements.

F. Selection and Assessment Procedures

Selection methods will be determined based on the required knowledge, skills, and abilities (KSAs) for the position and may include:

1. Application review
2. Structured interviews
3. Background checks
4. Experience and training evaluations
5. Written assessments
6. Performance-based assessments
7. Assessment centers
8. Strength and Agility tests (if applicable)
9. Medical examinations (post-offer)

Departmental Involvement: Hiring managers may participate in defining qualifications, establishing scoring criteria, and conducting interviews in compliance with merit-based hiring principles.

G. Veteran's Preference

In accordance with California Government Code §18973, veterans meeting the minimum job qualifications may receive additional points on competitive examination processes as follows:

1. **10 points** for veterans applying for entry-level positions requiring no prior experience.
2. **10 points** for veterans applying for positions requiring experience/certifications.
3. **15 points** for disabled veterans with a compensable service-related disability of 10% or more.

Veterans must submit **Form DD214** (or equivalent) to claim preference. This preference applies only to open competitive examinations, not promotional opportunities.

H. Examination Procedures



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1. Minimum Qualifications: Applications received by the Human Resources Department that do not meet the minimum qualifications will be disqualified from further consideration. Applicants will be notified of failure to meet minimum qualifications.
2. Scheduling Examinations: The Human Resources Officer may schedule examinations as the current and anticipated needs of the City require with due consideration to the current departmental workload. Scheduled examinations conducted by the Human Resources Department may be postponed or canceled with prior notice. Those examinations conducted by or within departments will be coordinated through the Human Resources Department and notification of applicants and the Human Resources Department of postponements, changes, or cancellations of those examinations will be made by the department.
3. Grading of Examinations: The Human Resources Department will determine a final score for each applicant's examination computed in accordance with the weights established for the separate parts. Weighting of the entire examination process will be based on an evaluation of the importance of elements of the examination in relation to the job duties of the position. The Human Resources Department will utilize appropriate techniques and procedures in rating the results of the examinations and in determining the passing score for the examination.
4. Retesting Policy:
 - a. Candidates may retake a written exam after **30 days**, provided an alternate version of the examination is available.
 - b. Otherwise, a **6-month** waiting period applies.
5. Oral Examinations (Interviews): Failure to appear for or to pass an oral examination results in disqualification. If candidates wish to compete on a subsequent examination, they must reapply and proceed through the entire competitive process.
6. Examination Results: Candidates will receive written notification of the exam results within fourteen (14) calendar days of the eligibility list being established.
7. Review of Examinations: Review of examinations will be administered consistent with Rule VI, Section 6 of the City of Lompoc Personnel Ordinance and Rules.



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8. Special Examinations: If an applicant fails to take or complete an examination because of an error or oversight that is the fault of the City, a special examination may be given. The claim for such an examination must be presented in writing to the Human Resources Officer within fourteen (14) calendar days after the date of the original examination. If the Human Resources Officer finds that the applicant's failure to take or complete an examination was the fault of the City, the Human Resources Office may cause a special examination to be constructed and graded on a pattern similar to the original examination given.
9. Open Continuous Examinations: Open continuous entrance and promotional examinations may be held for classifications where vacancies are frequent and when, in the opinion of the Human Resources Officer, the examination procedure previously described is not practical. Applications will be accepted for open continuous examinations any time between the date of the original announcement and an announcement terminating the open period. During this period, applications will be accepted, candidates examined, and the names of successful candidates entered on the eligible list at any time in accordance with the test grade received. No applicant will be permitted to compete a second time in an open continuous examination for the same classification within six (6) months of the date of the candidate's previous competition. The Human Resources Officer shall ensure that uniform and fair standards of competition are followed in all examination procedures.
10. Promotional Examinations: The Human Resources Officer will designate promotional examinations for those classifications that have been established to provide an upward career progression and for which it appears that there is a sufficient number of qualified and interested City employees wanting to take the examination. Recruiting is restricted to City employees who qualify for promotional consideration.

All candidates for promotion to City positions must possess the minimum qualifications as set forth in the specifications of the classification to which promotion is sought. If employees on the promotional eligibility list separate from City employment, their names will be removed from the list.

11. Inability to Appear for Examination: In the event any applicants are unable to appear at the designated time and place for an examination they must forego the competition on that examination unless they submit in writing their reasons for inability to appear. The reason(s)



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must indicate good cause for failure to appear and must be received by the Human Resources Officer within three (3) calendar days of the scheduled examination. If approved by the Human Resources Officer, an alternate examination, if available, may be administered.

12. Late Arrivals to Examinations: A proctor of an examination is authorized to decide whether applicants who arrive late may be admitted to the examination.
13. Collusion or Cheating: The proctor of an examination may warn a candidate suspected of cheating. If such candidate persists in the suspicious conduct, the proctor shall gather the test material from the candidate and refuse the continuance of the examination thereby disqualifying the candidate from that position.

Special Accommodations: Candidates requiring disability-related accommodations should notify the Human Resources Department in advance.

I. Oral Interview Board

1. An examination may include an oral interview for the purpose of appraising the qualifications of candidates.
2. Oral Interview Board membership will be coordinated by the Human Resources Officer or delegate. Names of potential Oral Interview Board members may be suggested by the operating departments.
3. Only Oral Interview Board members, applicants, and approved proctors will be permitted in the oral examining room.

J. Establishment and Managing Eligibility Lists

The Human Resources Department will maintain an eligibility list for each applicable job classification. The eligibility list will consist of the names of persons successfully passing the examination arranged in order of final rating earned from the highest score to the lowest passing grade.

Final rating will be determined by the total of the score(s) earned by each applicant for each part of the examination, based upon the examination process established.

Upon certification of an eligibility list all qualified candidates are notified of their standing on the list.



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1. Change of Address:

It is the responsibility of each applicant on a City of Lompoc eligibility list to notify the Human Resources Department of any change of address while their names remain on an eligibility list. Such change of address notification shall be in writing and identify the classification eligibility list(s) on which their name appears.

2. Effective Date of Eligibility List: An eligibility list will be in effect from the date that it is approved by the Human Resources Director and Human Resources Officer.

3. Duration of Eligibility List:

Eligibility lists will expire in accordance with Rule VII, Section 2 of the City of Lompoc Personnel Ordinance and Rules.

K. Referral and Selection of Candidates:

Eligible candidates will be referred to the hiring department for consideration. The department head or designated representative will select the best-qualified individual based on a combination of experience, competencies, and organizational fit.

L. Background and Pre-Employment Checks:

1. **Reference & Background Checks:** Hiring departments may conduct reference checks and employment verification, ensuring compliance with fair hiring practices.
2. **Medical Examination:** Prior to employment, candidates are required to take a medical examination conducted by a physician approved by the Human Resources Office.

V. IMPLEMENTATION AND INTERPRETATION

Any questions related to the intent or application of this procedure should be directed to the Human Resources Director who is delegated the responsibility for interpreting and implementing this procedure.

Authorized: _____
Dean Albro, City Manager

Date