

Chapter 7

Issue 2 02/25/2025

SUBJECT: APPOINTMENTS

I. PURPOSE

This policy establishes a standardized process for appointing individuals to City service in accordance with Section 20-6 of the City of Lompoc Personnel Ordinance, Personnel Rule VIII - Method of Filing Vacancies, and applicable federal statutes.

II. POLICY

The City of Lompoc is committed to hiring only individuals who are legal residents and authorized to work in the United States.

III. SCOPE

This policy applies to all City departments. In cases where any provision of this policy 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.

IV. AMENDMENTS

This policy may be amended by the City Manager.

V. GUIDELINES

A. Appointments

Appointments shall be made by the appointing authority after conducting interviews and appropriate background evaluations. Candidates selected for appointment must report to the Human Resources Department for processing on or before their employment start date.

B. Appointment Salary Step

New employees are generally appointed at the first step of their classification's salary range. However, the hiring Department Head may authorize a higher initial step, up to the second step (Step 01) under the following conditions:

- The candidate possesses exceptional skills, experience, or education.



PERSONNEL PROCEDURES MANUAL

Chapter 7

- The position has proven exceptionally difficult to fill through standard recruitment efforts.
- A thorough search confirms that hiring at the first step is unfeasible.

Requests for an appointment above the second salary step must be submitted in writing via an “**Exceptional Appointment Memo**” to the City Manager for review and approval. The request must include the following:

- Job Classification
- Requested salary step and associated fiscal impact
- Justification for the exceptional appointment
- Current budget allocation for the position

(See Attachment I for example.)

C. Types of Appointments

1. Regular Appointment: An appointing power may appoint a person to fill a vacant position that has been approved by the City Council and included in the adopted budget. Candidates must meet the minimum qualifications and all eligibility requirements for the position.
2. Intra- and Interdepartmental Transfers: An appointing power may, within a department, transfer an employee from one position to another position in the same or comparable job classification (a comparable job is one with the same maximum salary, involves the performance of similar duties and requires substantially the same basic qualifications). All transfers require City Manager approval.
3. Provisional Appointment: Provisional appointments may be granted under the following circumstances:
 - a. An urgent and immediate need exists to fill a critical position.
 - b. No candidates are available or willing to accept a regular appointment.
 - c. The position has historically been difficult to fill, and recruitment is expected to take an extended period.

Departments must submit a written request for provisional appointments to the Human Resources Department. Provisional appointments are limited to a maximum of six months, with a possible 30-day extension authorized by the City Manager. Candidates must meet the minimum qualifications for the position.



PERSONNEL PROCEDURES MANUAL

Chapter 7

4. Part-time Appointment: Part-time appointments apply in cases where employees fill a budgeted position and are expected to work less than 1,040 hours in a fiscal year. Appointments must be made from an established eligibility list.
5. Temporary Appointment: Temporary appointments support short-term, seasonal, or workload-driven needs for positions expected to last less than one year. Employees must meet the position's minimum qualifications and be selected from an eligible list.
6. Underfill Appointment: When qualified candidates for a position are available, an underfill appointment may be considered. The Department Head must submit a written request to the Human Resources Department specifying:
 - Position number
 - Classification
 - Proposed underfill level (e.g., underfilling a Senior Account Clerk with an Account Clerk)
 - Justification and anticipated duration of the underfill.

(See Attachment II for an example.)

Underfill appointments may be approved under the following conditions:

- a. The position requires a state-mandated certification or license that will be obtained during the underfill period.
- b. Required training or specialized schooling is infrequently available, and the employee is scheduled to attend.
- c. The position requires specialized skills that are difficult to source.
- d. The department is undergoing reorganization, impacting duties, responsibilities, or reporting relationships.

Underfill appointments are granted for a specified period, typically expiring at the end of the fiscal year unless otherwise approved by the Human Resources Director.

7. Re-Employment Appointment: A re-employment eligible list includes names of former probationary and permanent employees who have been laid off for up to one year. When filling a position from a re-employment list, the top candidate must be certified for appointment.



PERSONNEL PROCEDURES MANUAL

Chapter 7

8. Reinstatement Appointment: With the approval of the Human Resources Director an appointing power may, within two years of the effective date of resignation, reinstate a former permanent or probationary employee to a vacant position in the same or comparable class. Reinstated employees will not be credited for prior service.

Individuals seeking reinstatement must submit a current City of Lompoc employment application.

D. Employment of Relatives

Employment of relatives of City employees is permitted except in the following circumstances:

1. When it would violate any applicable law, regulation, or policy.
2. When it would create a direct supervisory, appointment, evaluation, or grievance-adjustment relationship between family members. (For this purpose, “family members” include those related within the second degree of kinship or affinity.)
3. If two employees marry, Personnel Rule V, Section 4, shall apply.

This policy applies to all forms of employment, including initial appointments, transfers, promotions, and continued employment.

E. Medical Examination

Candidates may be required to undergo a medical examination before employment. The examination will be conducted by a licensed medical professional, based on the position’s requirements. The City will cover the cost of the initial medical examination. The Human Resources Department will coordinate the scheduling and inform candidates of their appointments.

VI. PROCEDURES

A. Interviewing and Selection

1. The appointing authority will review the names of those candidates certified by the Human Resources Department and arrange employment interviews for the most qualified applicants.
2. Candidates may be subject to background verification, ensuring fairness and non-disruption of current employment.
3. All interviewed candidates must receive equitable consideration before a



PERSONNEL PROCEDURES MANUAL

Chapter 7

selection is finalized.

B. Notification

1. The appointing authority must notify the Human Resources Department of the selected candidate via email with the following information:
 - Candidate name
 - Job classification
 - Proposed start date and work location
 - Proposed work schedule including lunch period
 - Reporting supervisor
 - Salary step or pay rate
2. The Human Resources Department will draft the official conditional job offer and schedule any required pre-employment physical examination.
3. Selected candidates must successfully pass the background live scan process and physical examination, and provide proof of work authorization before finalizing their appointment.
4. After the successful candidate accepts the conditional appointment the Human Resources Department will notify other applicants who were interviewed that an appointment has been made.

VII. VERIFICATION OF RIGHT TO WORK

A. Verification Requirements

Before hiring any employee, the Human Resources Department must verify work authorization in compliance with United States Citizenship and Immigration Services (USCIS) requirements, rules, and regulations. This verification process includes reviewing and retaining copies of appropriate documentation such as:

- A United States Passport, Certificate of U.S. Citizenship, Naturalization Certificate, or a valid (unexpired) foreign passport with an Attorney General endorsement; **or**
- A combination of a valid Social Security card (not indicating employment restrictions) **and** a state-issued driver's license or other government-issued photo identification.

All applicants must attest to their work authorization status by completing the designated verification form (USCIS I-9 Form).



PERSONNEL PROCEDURES MANUAL

Chapter 7

B. Compliance and Retention

The City will retain employment eligibility verification records for at least three years from the hire date or one year post-termination, whichever is later.

VIII. INTERPRETATION

The Human Resources Director has the authority to interpret and implement this policy. Any questions regarding its application should be directed to the Human Resources Director.

Authorized: _____
Dean Albro, City Manager

Date



MEMORANDUM

TO: <City Manager's Full Name & Job Title>
FROM: <Department Head's Full Name & Job Title>
SUBJECT: EXCEPTIONAL APPOINTMENT

The department is requesting authority to make an exceptional appointment.

The department is prepared to hire a new Systems Analyst, classification 747. The annual salary range of the position is \$81,652 to \$98,424. The position is currently budgeted for \$98,424. I wish to hire the new Systems Analyst at step three (3) which would compute to an annual salary of \$93,919. As you can see there are adequate funds budgeted to cover the exceptional appointment.

I wish to make this exceptional appointment for the following reasons:

1. Because of budget cuts, I have reduced the number of Systems Analysts from two to one. This means that the one remaining analyst can no longer specialize in different areas of sales analysis as was the case with two positions. This staff must do everything.
2. The person I wish to appoint has 10 years of experience in systems administration. She has a master's degree in Information Technology Management. She is by far the most qualified of all the applicants. None of the other applicants possess a variety of skills or experience.

For these reasons, I am requesting authority to appoint at step 3.

<Department Head's Full Name>
<Job Title>



ATTACHMENT II

MEMORANDUM

TO: <City Manager's Full Name & Job Title>
FROM: <Department Head's Full Name & Job Title>
SUBJECT: REQUEST TO UNDERFILL A VACANT POSITION

This department is requesting authority to underfill a Wastewater Plant Operator III vacancy, position number 793, with a Wastewater Plant Operator II level person.

The reasons for this request are:

The department has only one Wastewater Plant Operator III position which is vacant. Of all the applicants for the position only one met the minimum qualifications and he has declined the position because the maximum salary is less than he is currently earning. The next most qualified applicant, John Doe, is currently employed as a Wastewater Plant Operator II. He is currently enrolled in a training program which will lead to his state certification at the end of III level. The test for certification will be in six months.

This department proposes to underfill the Wastewater Plant Operator III vacancy with Mr. Doe at the II level until state certification. At that time, Mr. Doe would be promoted to the III level. If for some reason he should fail his certification, the department would repost the position and Mr. Doe would go back to his old position which will be left vacant.

The department needs the vacancy filled now because there is no supervisor for the Wastewater Treatment Plant, and this is the second time in four months that the department has been unable to attract a qualified candidate for this vacancy. Moreover, the City is mandated by the state to have a current incumbent certified at either II or III level.

<Department Head's Full Name>
<Job Title>