

CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL

CHAPTER: 06 HUMAN RESOURCES POLICIES
SECTION: 02 HIRING PROCEDURES
SUBJECT: 02 POSTING OF JOB VACANCIES

POLICY #: 06.02.02

OFFICE/DEPARTMENT: PERSONNEL

EFFECTIVE DATE: 03/31/89

CITY MANAGER: Edwin A. Eddy

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POLICY

The City of Coral Springs recognizes that job vacancies may occur which require rekrruitment efforts in order to fill a vacancy. This policy estabvlshes that positng of job vacancies in accordance with administrative operating procedures are required to ensure that equal employment opportunity recvrutments are consistently attained for all regular status positions.

PROVISIONS

1. Designated job posting periods shall have passed prior to recommendations of employment being considered.
2. Official bulletin boards located throughout City worksites shall be utilized for the official summary of Job Bulletins. Personnel maintains a list of official bulletin board locations.
3. Administrative operating procedures as determined by the Director of Personnel for this policy shall be applicable. Procedures may be amended by the Directore of personnel from time to time as appropriate.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior policies and procedures regarding this subject.

PROCEDURE:

1. When a job vacancy occurs for a regular status position, an Employee Requisition form must be completed and signed by the Department Director which requests Personnel to begin a recruitment. Any particular emphasis desired of duties for that job must be indicated on the Employee Requisition. If outside advertising is desired, then advertising sources must be listed. The Employee Requisition should then be forwarded to Personnel.

2. Upon concurrence of the recruitment request, Personnel will prepare and distribute a notice of the position vacancy called a "Job Bulletin". Job Bulletins shall be dated and posted for a minimum of five (5) consecutive work days. Recommendations for employment can be submitted beginning the sixth (6th) consecutive work day. The date that a Job Bulletin is posted shall serve as the beginning of the official posting period.
3. Unless otherwise indicated by the department, job postings will be advertised without an established Closing Date.
4. Job Bulletins contain information such as position title, salary range, closing date (if indicated), hours of work, work schedule, and minimum requirements inclusive of education and experience, among other things. Outside advertising, if applicable, will be coordinated with appropriate vendors through Personnel.
5. Job Bulletins shall be distributed to all departments and shall be placed in an easily accessible area in order to afford equal employment opportunities. In addition, Personnel shall compile a summary of posted Job Bulletins, which are maintained in the Personnel Department, for placement on official bulletin boards.
6. Job Bulletins with established Closing Dates shall be removed from postings once the Closing Date has passed.
7. Applicants who did not apply prior to an advertised Closing Date shall not be considered as an applicant for that recruitment. If a Closing Date has been established and no applicant is recommended for employment from the pool of applicants who applied prior to a Closing Date, a memorandum from the department director is necessary to reopen and therefore re-post the position for another minimum of five (5) consecutive work days. A new Closing Date may be requested. Upon receipt of a director's request to reopen a position, Personnel shall re-post the position and begin a new recruitment process in accordance with these procedures.
8. Although requests for temporary or seasonal employees shall be coordinated through Personnel, these types of positions do not require job postings due to the nature of the employment relationships which is intended to be of temporary or seasonal duration, and which has no benefits attached.

