

RESOLUTION #88 – 2018

CITY OF GENEVA

CIVIL SERVICE, RECRUITMENT, INTERVIEWING, SELECTING & HIRING POLICY & PROCESS

Policy Statement:

The City of Geneva is committed to being an inclusive employer and as an equal opportunity employer, we will not unlawfully discriminate against any applicant or employee with regard to age, creed, religion, race, color, sex, gender identity or expression, sexual orientation, national or ethnic origin, marital status, partnership status, disability, military status, citizenship status, alienage, predisposing genetic characteristics, domestic violence victim status and victim of stalking & sex offenses or any other category protected by applicable federal, state, or local laws. This policy and procedure is intended to comply with all relevant Federal, State, Local and Civil Service laws in regards to recruitment, interviewing, selecting, hiring, promoting and retention of individuals to provide the highest level of service to the City of Geneva and other entities we serve.

Strategic workforce planning is critical to preparing and improving our organization. Our workforce planning efforts assist management in identifying potential vacancies and candidates, as well as providing a challenging and rewarding environment that fosters creativity and ingenuity in existing and future workforce, while ensuring the sustainability of quality in our organization. Retirements and other turnover activity create an opportunity to achieve a more diverse and inclusive workforce and bolsters our commitment to excellence throughout the organization.

“Inclusion is our mission-Celebrate Differences!” Join the City of Geneva team and celebrate the differences in our workplace and the rich diversity in the community. Apply today and make a difference.

All employees (Full & Part-time, including temporary and seasonal) for the City of Geneva are part of the NYS Civil Service System and are covered by this policy & procedures outlined below:

Civil Service Information:

Public Sector employment in NYS is governed by Civil Service Law and Local Civil Service Rules. Ontario County is our local Civil Service Administrator. Civil Service System consists of a body of rules and regulations governing Civilian employees, including methods for selecting, promoting, disciplining, transferring, and probationary terms, payroll certification, employment history, jurisdictional classifications, etc.; In accordance with and subject to State and County Civil Service rules and regulations <http://www.co.ontario.ny.us/DocumentCenter/View/7361>

Many positions within the City of Geneva require a Civil Service Examination (Competitive classification), while others do not. A list of titles and the classification are attached to this document for your review and knowledge. This policy and procedure will be posted on the City of Geneva website and printed copies available at the Human Resource Office.

- City of Geneva works closely with Ontario County, local Civil Service Administrator to establish classifications—based on duties of knowledge, skills & abilities, reports to, qualifications—goal is to group together under one class.
- Jurisdictional Classifications: Unclassified and Classified—All titles are considered to be competitive, unless local CS administration approves it otherwise, approved by NYS Commission and filed with Secretary of State before it is officially considered removed from the competitive class.
- Unclassified: elected official; department heads/City Manager

- Classified: Reviewed and approved

1. Exempt: Mainly confidential-department head/management positions meet qualifications; Civil Service Commission does not set minimum qualifications for these position-reviewed whenever a vacancy
2. Competitive: must meet minimum qualifications & take examination; wide variety of clerical, technical, administrative and professional positions
3. Non-Competitive: meet minimum qualifications;
4. Labor Class: no qualifications;

Hiring Process & procedure:

The City of Geneva will administer and enforce the comprehensive procedures set forth below. Adoption and modification to these procedures shall be implemented after consultation with Geneva City Council.

- Vacancy in specific department-Appointing Authority notifies the Human Resource Department; Full assessment done to ensure position needs of department, approval to re-fill the position, including budgetary approval. If approved to proceed, next steps include:
 1. Review of position title & classification(internally HR & Appointing & with Ontario County);
 2. If title remains the same and competitive classification(exam), request written canvass to Ontario County for eligible list (promotional and/or open-competitive);
 3. If other classification, review collective bargaining agreements for internal posting, then move to recruitment process.
- Recruitment process* Positions are advertised by the Human Resource Office (Civil Service Exam announcement(s) received from Ontario County, any vacant and/or new position); consider promotions/transfers, Prepare timeframe for hiring process(HR),residency requirement, interview question(oral/telephone & in-person) & panel members(selected by appointing authority);
- Human Resource Office will review the application to ensure it is fully completed;
- Complete Ontario County Civil Service Application(all reviewed & approved by O.C. except, unclassified & exempt), resume, cover letter, references, residency and wage/salary history noted in ad if required as part of position;
- Civil Service Written Examination-request exam or certified eligible list, if competitive. All Civil Service Exams are announced by Ontario County Department of Human Resources.
- Physical Agility- must pass to go to next step of certification(police & fire only)
- Certification of Eligible List(Exam positions)- given to appointing authority(60 days to make appointment)
- If other classification, ad details, timeframe/deadline for applications, appl. approval by Ontario County
- Application/Resume review: Interviews scheduled for candidates (conducted by panel selected by Appointing Authority; Fire Commissioners are part of interview panel for FF per City Charter; Disclosures to Anti-Nepotism Procedure;
- Contingent offer of Employment—Pre-employment Background, including reference checks conducted on candidates as pertains to position. Police and Fire background done at time eligible list certified to City)
- Pre-employment Physical, including drug and alcohol tests
- Official appointment/offer letter
- New Hire Orientation-New hire checklist utilized to ensure all documents properly completed & filed.
- Report of Personnel Change form and offer letter to Ontario County/Appointment/Probationary Period
- Declination letters mailed to all other applicants not hired

Additional Hiring Requirements: Each position may have additional requirement based on the position and/or Civil Service Law. Information will be noted on the recruitment ad or exam announcement on the City website.

Police Hiring Requirements include:

- Physical Agility
- Candidate Background packet and review
- Polygraph
- Medical Exam
- Psychological Screening Test
- Fingerprinting
- Official appointment/Sworn In
- Police Officer Registry of Entry Form
- Police Academy, if has not completed
- Field Training

Firefighter Hiring Requirements include:

- Physical Agility
- Background packet
- Medical Exam
- Official appointment
- Fire Academy, if has not completed
- Field Training

***Recruitment, Outreach and Advertising:**

Our people are the foundation of the success our organization and consistently provide excellent service to the Geneva community. To ensure our success in recruiting and retaining talented employees, we continue to review and evolve our recruitment efforts and analyze benefits to attract the next generation of employees and leaders. The purpose is to provide information on advertising a vacant position and/or upcoming examinations for the City of Geneva in order to attract quality applicants in accordance with Civil Service. Whenever the City of Geneva has a vacant position to advertise, an advertisement shall be placed in at least one (1) local newspaper of general circulation with the City of Geneva's service area. Depending on the position to be filled additional advertising may be done as follows for additional recruitment efforts:

The City of Geneva displays ads (vacant positions and exam announcements) on a variety of media sources to reach potential candidates, including, but not limited to, the following:

- City of Geneva Website
- Emails to all City Staff- encouraged to share with all citizens; Ontario County Human Resources, Community Compact Members, African American Men's Association, Geneva Human Rights Commission, Bargaining Unit Representatives. also posted on City facility bulletin boards (word of mouth); Email blasts sent out from communication & engagement director, include City neighborhoods. Community Compact, African American Men's Association, Geneva Human Rights Commission.
- Flyers/mailings;

- Each department reviews specific online website recruitment sites specific to vacant position (past used ICMA, NYCOM, Indeed, Monster, Fingerlakeshelpwanted, etc.)
- Department/City social media (Facebook, Twitter, etc.)
- Local newspapers-Finger Lakes Times, Daily Messenger, Democrat & Chronicle & Post Standard(cost for ad is reviewed based on budget)
- Alternate recruiting practices to expand our recruitment efforts:
 - Target recruitment for underrepresented populations
 - Shadow, internship programs
 - Consistently review benefits and work environment culture to ensure work/life balance for employees and potential employees
 - Continuous recruitment—not only when openings for non-tested positions only; Applications maintained for six (6) months maximum (Non-tested position list attached)
 - Diverse recruiting/hiring team to assist with pool of candidates

Advertisements/Postings for full-time, part-time, temporary/seasonal and Civil Service Examination opportunities will include the following:

- Job descriptions/Exam Announcements
- Deadline for filing application for position/examination
- Hiring policy & procedure available on website and at Human Resource Office for review
- Equal Employment Opportunity Employer(EEO) and inclusion statement
- List of additional items needed to apply
- Salary/wage information based on time of ad
- Locations to obtain application and return, including website address

Internal promotions and Succession Planning:

The City encourages and recognizes the opportunities to promote internally, consistent with Civil Service, bargaining agreements and procedure outlined in this policy. Creating a work environment that internally prepares for future needs and unexpected staffing changes is essential to sustain a quality level of work, organizational culture and expectations and fiscal responsibility.

Identifying and developing employees for future vacancies in the organization also provides a roadmap to ensure internal candidates are ready for the next step if the City loses an employee for any reason. Supervisors are expected to consistently manage the following:

- Assess talent
- Identify Essential work and/or functions
- Staffing needs in various departments, including cross-training
- Talent Development
- Retention

Promotional Eligible List(s) contains the names of all successful promotional examination candidates who are currently employed in a lower level title(s). Civil Service Law mandates that promotional eligible lists, if they exist, be used and exhausted before an open competitive eligible list may be used.

Candidate Interview & Selection Process:

- The Appointing Authority (City Council, City Manager or Department Head) in which the job opening exists will receive and review all approved applications received from the Human Resource Office, including the eligible list if a competitive position (required Civil Service Examination). The Appointing Authority will work closely with the Human Resource Department regarding the process; also internal candidates processes are completed per bargaining agreements and Taylor Law; Disclose any relationships noted in the Anti-Nepotism Procedure.
- The Appointing Authority will select an interview panel(team approach) of relevant department heads, assistants, internal staff, community members as needed for new hire panel--Member of Community Hiring Assistance Board-as defined in the Anti-Nepotism Procedure). Community panel members have been used for hiring City Manager, City Clerk, Police and Fire Chiefs, etc. as needed; requires signed confidentiality agreements. Panel members are asked to sit in on each of the structured interviews and make a hiring recommendation to the appointing authority. After the panel completes the interviews, all paperwork should be submitted to the human resource office for the position search file. The appointing authority makes the final decision on individual(s) hired for the position(s).
- All panel interviews include set of questions asked to each candidate-to be consistent, well-organized & fair to everyone. Questions will be based upon the criteria contained in the written job description and the essential knowledge, skills and abilities necessary for the position. Panel members will rank all the candidates based upon their application/ resume, experience, education, and skills set forth in the application and information received in the interview process. Each panel member will receive a rating sheet for each candidate to assist with the interview ranking. The interview evaluation form will have a numerical scale (5-Exceptional to 1-Unsatisfactory). If candidates have equal rating in recommendation, then there can be a second (2nd) interview for further questioning and/or contingent offer to check references and background.
- A contingent offer is made to the selected candidate(s) and pre-employment background checks conducted, including reference checks, pre-employment physical, including drug & alcohol tests, etc.(note: police and fire have specific requirements as noted above). Reference questions will be asked to each candidate's list of references for a fair basis of comparison. Candidates are notified that the contingent offer does not allow them to start employment until the candidate successfully meets all pre-employment background criteria and receives an official offer from the appointing authority or human resource office. The official offer will be put in writing will details of the position and require a written signature of acceptance. Under certain circumstances, it may be necessary to withdraw a contingent offer of employment. Circumstances include, but not limited to the following:
 - Candidate does not pass the pre-employment screen;
 - Candidate omits or falsifies information on the application or related documents submitted;
 - Candidate reference information is unfavorable or inconsistent with document submitted;
 - Candidate fails to comply with timeframe established for hiring process.

Candidates will be notified by telephone and also receive a written letter of the rescinded contingent offer as documentation. Documents will be kept with the position search file.

- Candidates that successfully meet the pre-employment criteria and officially offered the position will receive an official offer letter with details of the position and benefits offered. This letter must be signed by the appointing authority or human resource office and the candidate. A new hire orientation is scheduled with the human resource office to ensure all proper paperwork completed and properly submitted prior to the start date. The human resource office will use a new hire checklist to ensure all proper documents have been submitted and reviewed. The appointing authority and/or department head/supervisor is responsible for providing department orientation for the new employee once the individual begins employment.
- Candidates not selected for each position will be notified in writing by the human resource office.

- A report of personnel change form is sent to Ontario County for the individual hired for Civil Service documentation for all hires. If examination position, then the signed eligible list noting the appointment and copies of denial letters sent to Ontario County.
- All information regarding the hiring process is maintained in the human resource office for each position search file;

Civil Service Examination positions only: Civil Service Exams are given to fill existing or anticipated vacancies in the competitive class in the public service.

- The exam announcement will provide information on the “scope” of the exam. The form of the exam along with the weight given to each part will be given.
- Fees for examinations must be paid directly to Ontario County along with the application.
- After the application is reviewed for eligibility you will be sent an admittance letter for the exam or disapproval letter to provide more information on the application.
- Each candidate who passes a Civil Service exam is placed on a list of people eligible to be hired. Candidates are listed in the order of their rank according to their “final score”. Final scores reflect scores on the exam, plus any points added for veteran’s credits (or for “seniority points” on promotional exams)

The duration of the eligible lists shall be fixed by the Personnel Officer’s certification (Ontario County Human Resource Director) and shall be established for not less than one nor more than four years.

Anti-Nepotism Procedure:

The City of Geneva will use this procedure to prevent preferential treatment and situations that can give rise to a conflict of interest. This procedure applies to all employees for the City of Geneva since nepotism is viewed as a form of unfair discrimination. The City of Geneva may hire or promote a person who is a close relative, member of household or close friend with current employees if we consider that person the “best fit” for a position. To avoid such incidents or suspicions of nepotism, the City follows the procedural guideline noted below:

Nepotism and conflict of interest occur if a Department Head and/or Appointing Authority are involved with the hiring and/or promotion of a close relative, member of household or close friend. Report any relationship with the close relative, member of household or close friend to the Human Resource Office and City Manager if the employment, promotion, retention, salary, performance evaluation, discipline/discharge, leave of absence, etc. being made by the Department Head/Appointing Authority falls under this criteria:

1. Report directly or indirectly to one another;
2. Be placed in a position in which conflict of interest may arise (working relationships that could happen over time of employment);
3. Be placed in a position where career of one family member may influence the career of the other.

The onus to declare the abovementioned relationships rests on employees of the City of Geneva. If there is any uncertainty, the City Manager and Human Resources should be consulted to ensure consistent action with regard to the content and spirit of the policy.

If the relationship is disclosed and meets one (1) or more of the criteria above, then the Department Head/Appointing Authority will not initiate or participate in decisions involving a direct benefit(employment, promotion, retention, salary, performance evaluation, discipline/discharge, leave of absence, etc.) to close relative, member of household or close friend. The City Manager and/or his or her designee will provide written authorization of the decision as it relates to examples of situations noted above. All documents regarding recommendations from hiring panel for a new hire or promotion would be provided to the City Manager or his/her designee for final decision of appointment.

Definition of Terms:

For the purposes of this policy, the following definitions are accepted:

- **Nepotism** is the preferential treatment of family member(s), members of a household or close friends; Nepotism: covered in the Civil Service Act 1978 so public officials could not use their influence to advance their relatives in the hiring or career advancement. Public Officers Law §73.14 (a) provides as follows: *No statewide elected official, state officer or employee, member of the legislature or legislative employee may participate in any decision to hire, promote, discipline or discharge a relative for any compensated position at, for or within any state agency, public authority or the legislature.*
- **Close Relative(s)** - people related to the employee by blood and/or marriage to the second degree as noted below: spouse (husband/wife) or life partner, child (son/daughter/step-child (ren), mother, father, brother, sister, grandparents, grandchildren, aunt, uncle, niece, nephew and any in- law(s).
- **Member of household**- people who share the home of an employee on a regular basis.
- **Close friends**-people with close personal relationships that make it difficult to have an objective and accountable professional relationship.
- **Community Hiring Assistance Board**- refers to selected boards or commissions such as a diversity & Inclusion taskforce. Such task force is developed as an inclusive committee involving members who represent a broad spectrum of the City of Geneva – inclusive of race, ethnicity, gender, age, disability, and sexual orientation, with a particular focus on advancing the participation of people from historically underrepresented racial and ethnic groups.

City Council will appoint ten (10) board members with staggered one, two and three year terms based on a random drawing. The make-up of the board members should be as follows:

- Half (1/2) with Human Resource/ Supervisory and/or Hiring Experience;
- Half (1/2) with Interest in Diversity and Inclusion

Board members may be requested to interview on short notice. Interviews typically take place during regular office hours 8:30am to 4:00pm. The committee will meet as a whole committee at least twice a year, in addition to the interviews, to review hiring process & policy, hires made during the year and any other business. Board Members are required to attend at least one whole committee meeting per year.

- **Appointing Authority**-means the officer, commission, or body having the power of the appointment.

Note: Not all specific situations in which nepotism and/or conflict of interest could be foreseen and/or are listed in this procedure. As situations arise, the principles that appear from the preceding paragraphs to comprise the foundation of the procedure will be followed and applied equally.

Applications can be obtained on the City of Geneva website <http://cityofgenevany.com/jobs-and-personnel/available-positions/> OR at City Hall (Human Resource Office-3rd Floor), 47 Castle Street, Geneva. They may be also obtained on the Ontario County Civil Service website www.co.ontario.ny.us

Discrimination Complaints:

The City will provide contact information for the Geneva Human Rights Commission, New York State Division of Human Rights and the Equal Employment Opportunity Commission on the City website or at the Human Resource Office to any applicant who believes he/she has been subject of discrimination in connection with the hiring process.

- ❖ Geneva Human Rights Commission(GHRC): www.genevahrc.org
- ❖ NYS Division of Human Rights Commission: www.dhr.ny.gov/complaint
- ❖ Equal Employment Opportunity Commission: www.eeoc.gov

STATE OF NEW YORK)

COUNTY OF ONTARIO) ss:

I, Doris Myers, City Clerk of the City of Geneva, New York, do hereby certify the foregoing to be a true and complete copy of an original resolution on file in the City Clerk's Office, which said original was adopted at a Regular Meeting of the Geneva City Council held on November 7, 2018

Dated: November 8, 2018

City Clerk