



Legislative and Organizational Policy Committee

Recruiting and Hiring of Middle Management

March 5, 2015

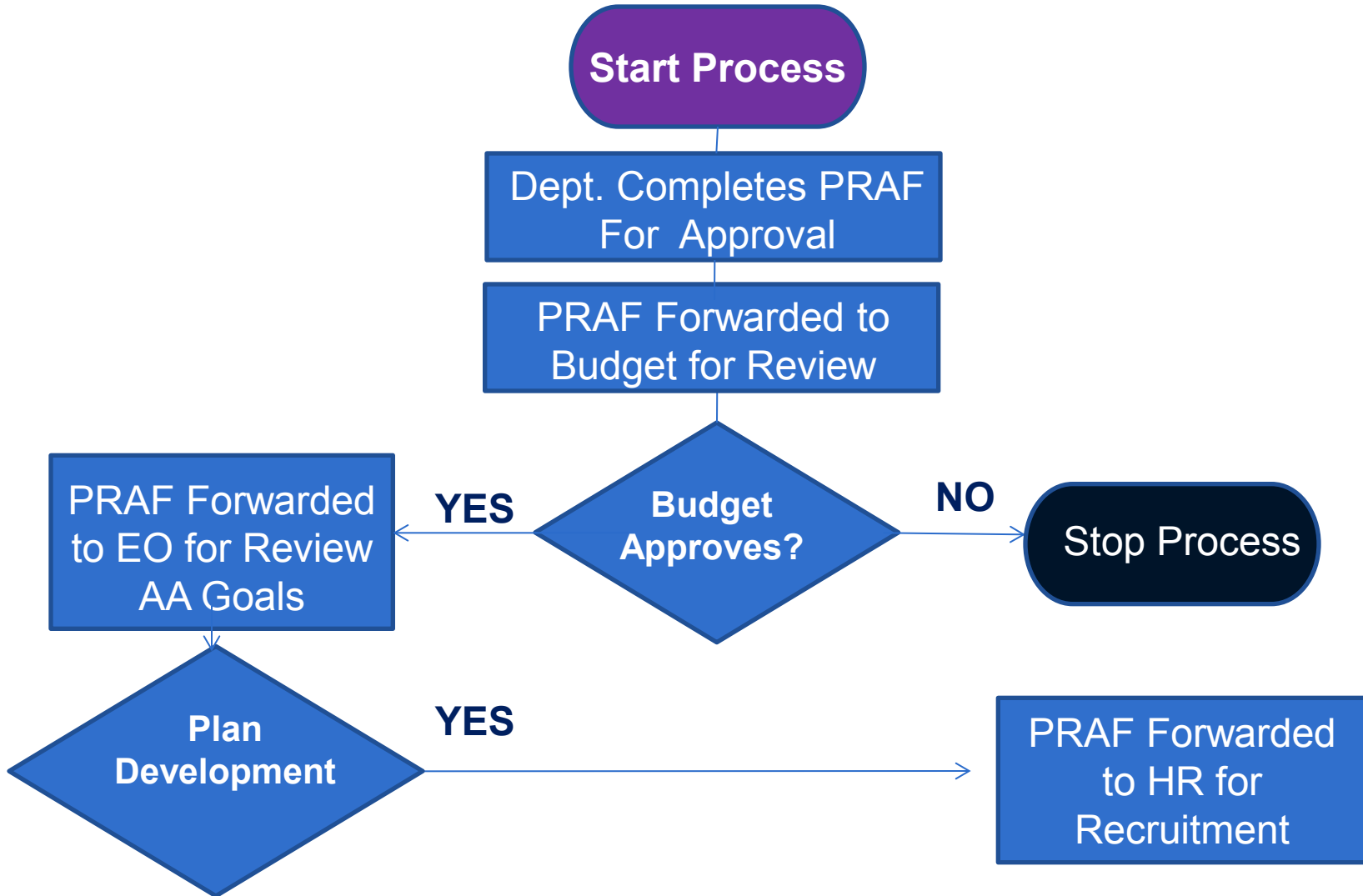
**Presented by:
Audrey M. Gainey
HR Manager, Staffing Services**



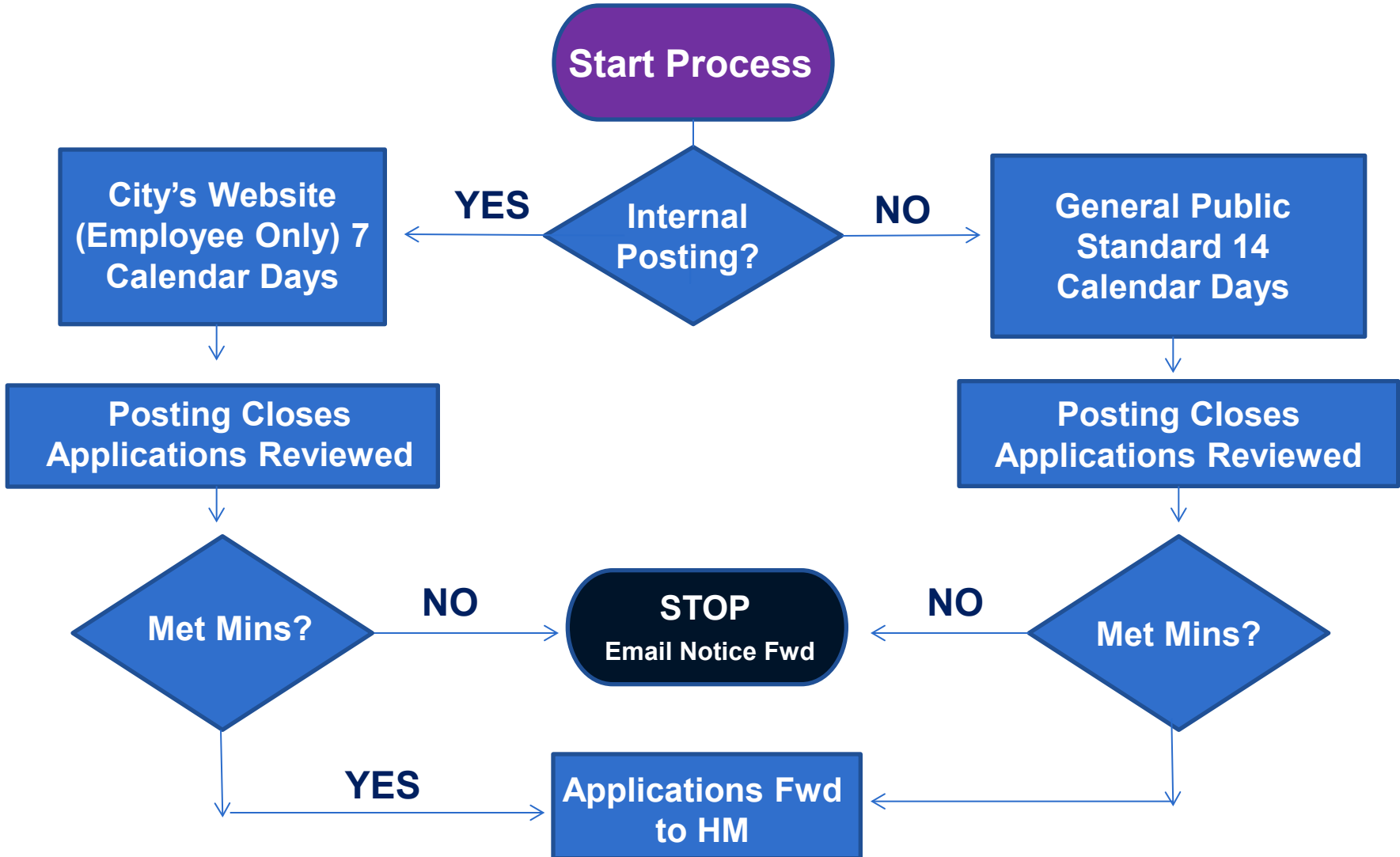
HR Policy E-1: Employment

- All appointments based on merit and fitness alone
- Types of Appointment
- Role of the HR/OD Department
 - Responsible for the oversight of all employment selection processes within the City of Gainesville
- Recruitment and Selection
 - How vacancies are filled
- Hiring Authority
 - Applicable Charter or his/her designee
- Making Job Offers
 - Made by HR/OD Department
- Pre-Employment Medical Examination

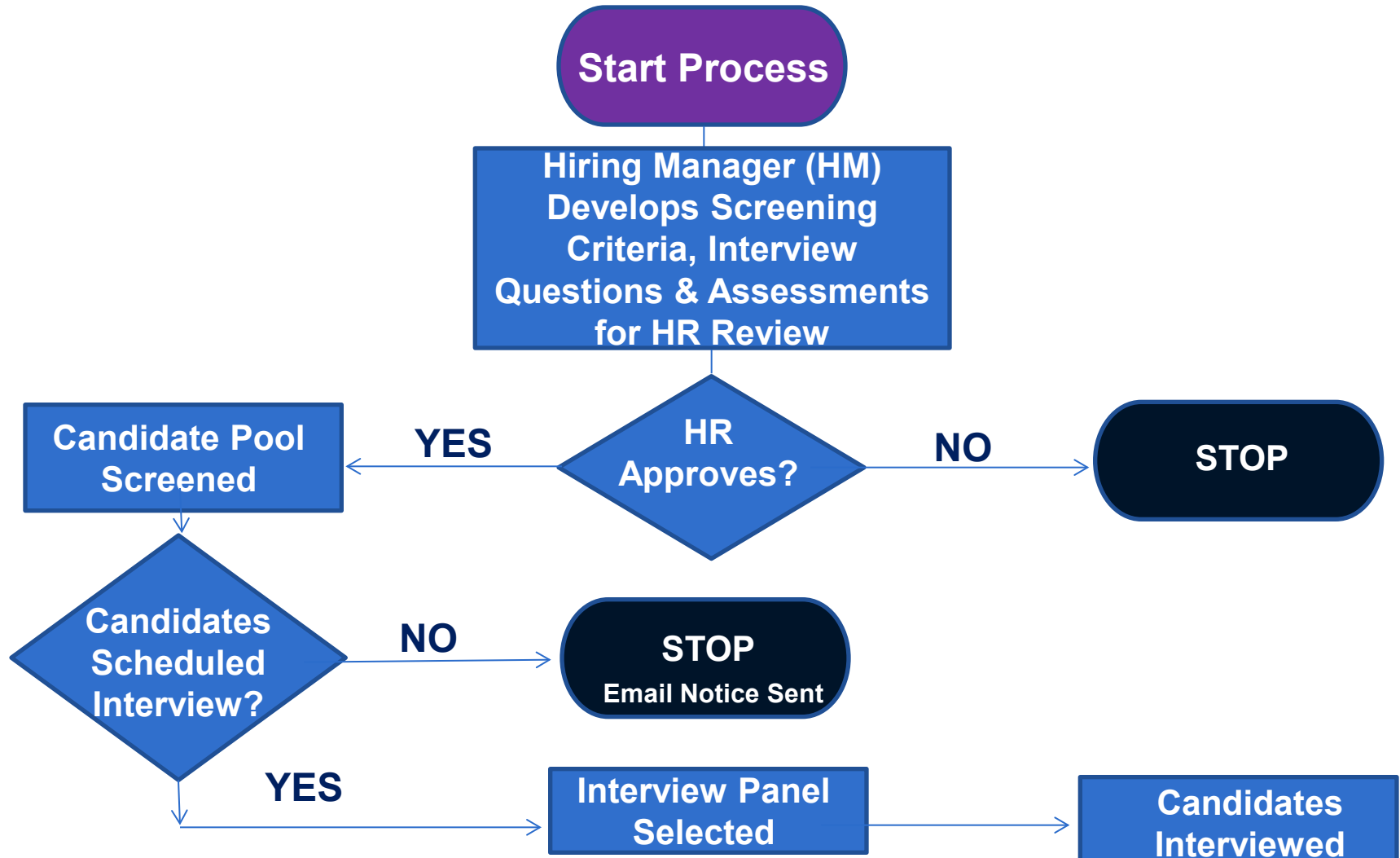
Personnel Requisition Action Form (PRAF) Approval Process



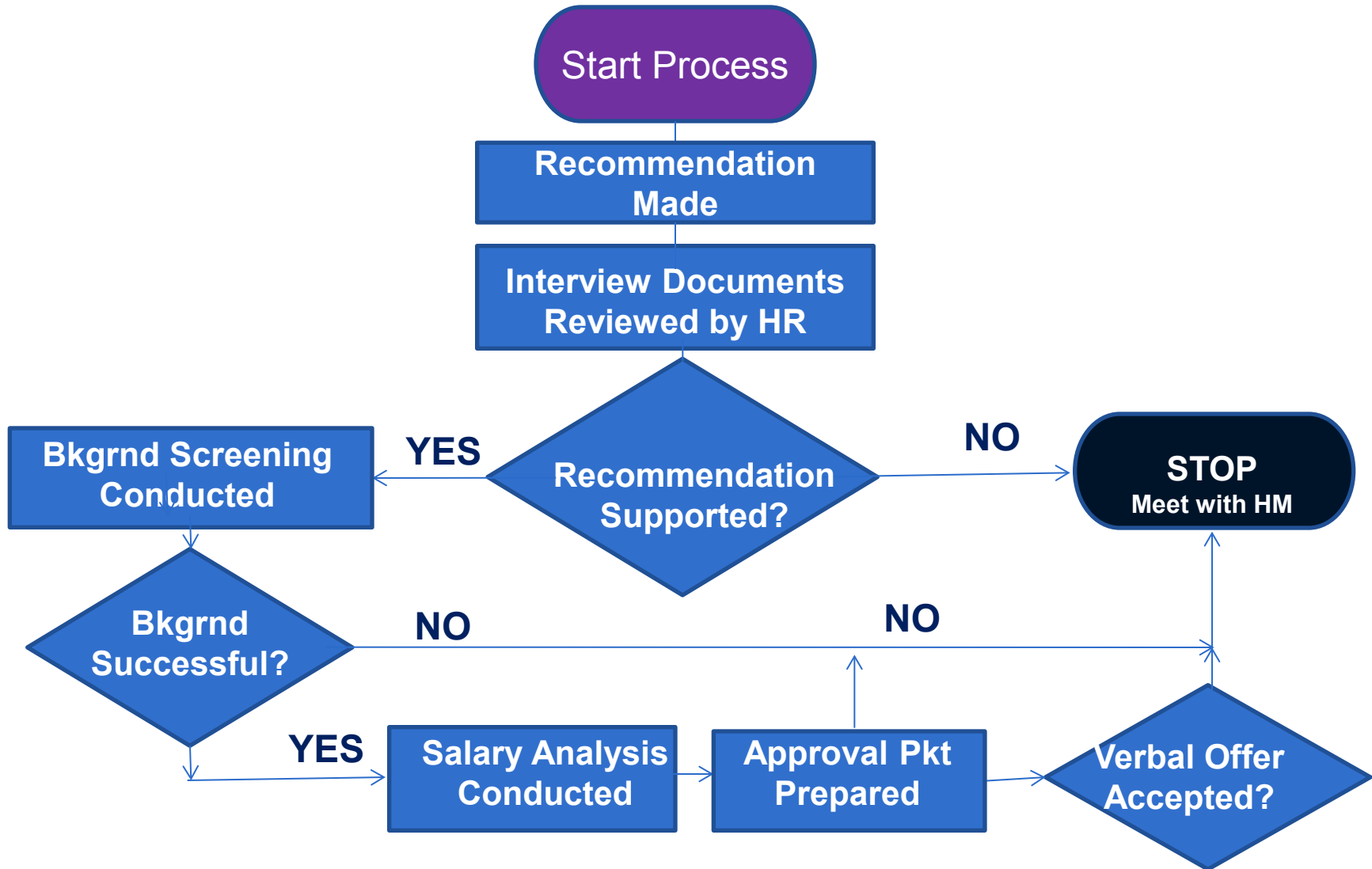
Recruitment Process



Selection Process



Hiring Process



Other Considerations

- Collective Bargaining Agreements
 - IAFF and IAFF-DC
 - FOP and PBA

When do we use Search Firms?

- Charter Officer vacancies
- Some Direct Reports to Charter Officers
- Highly Technical – Difficult to fill positions



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QUESTIONS?

Thank you!