



HR Recruitment & Hiring Practices

Agenda

- **HR Administrative Policies**
- **Recruitment Process**
- **Civil Service & Charter Hiring Requirements**
- **Recruitment & Hiring Process for Fire**
- **Recruitment & Hiring Process for Police**
- **Recruitment & Hiring Process for Miscellaneous**
- **Goals & Focus Areas**
- **Q&A**



HR Administrative Policies

HR-12

Equal Opportunity Policy

To recruit and retain the best qualified individuals without regard to race, color, creed, national origin, age, gender, sexual orientation, disability, or status as a disabled veteran.

HR-22

Employment Eligibility (Immigration Reform and Control Act Requirements)

To employ only United States citizens and non-citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986

HR-23

Pre-Employment Drug Screening

To provide an equitable and uniform policy for administering the City of Stockton pre-employment drug screening program.

HR-40

Fingerprinting of Applicants, Employees, Interns, Temporary Agency Employees and Volunteers Applying for and Holding Positions with the City of Stockton

To conduct criminal background checks

HR-48

Nepotism

To define the City of Stockton's position on nepotism as it relates to City officials, employees, and contractors

HR-55

Transfer Requests

To establish a uniform policy and procedure for receiving and processing transfer requests.

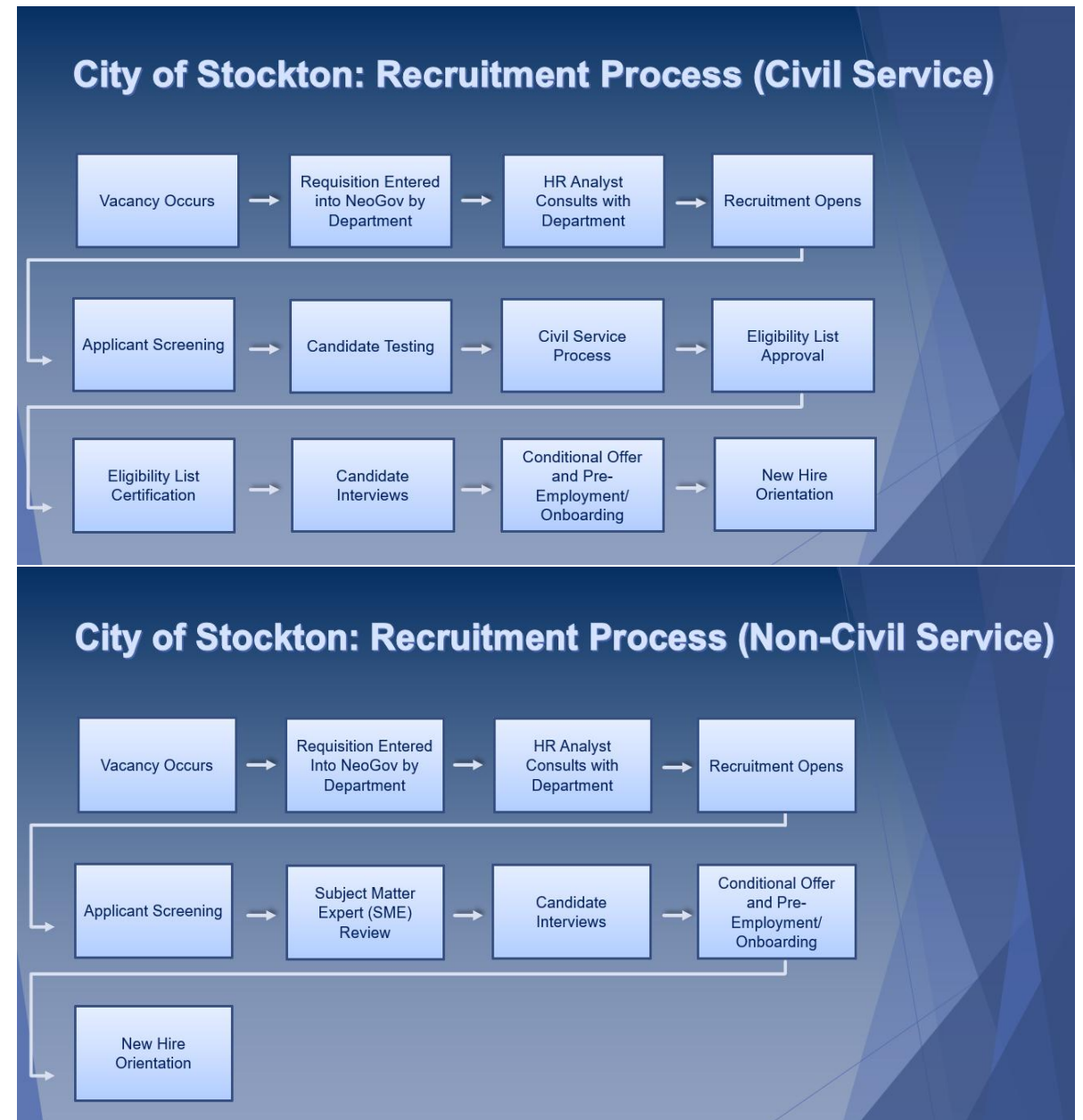
HR-65

Use of City of Stockton Annuitants or Independent Contractors

To employ retired annuitants and independent contractors in accordance with the California Public Employees Retirement Law and the Internal Revenue Code.

Recruitment Process Workflow

The City of Stockton's hiring process is designed to ensure fairness, transparency, and merit-based selection. Positions are classified as either **Civil Service (Classified)** or **Non-Civil Service (Unclassified)**, which determines the level of structure in recruitment and appointment.



Civil Service & Charter Hiring Requirements

Civil Service Rules and Charter mandate that the following steps must be taken when filling sworn and classified miscellaneous positions:

1. Application & Posting

- Job must be posted/advertised.
- Notice of exam must be published.
- Job announcements must include required qualifications, knowledge/skills, exam components, minimum scores, etc.

2. Examination / Assessment

- Candidates must take the required exam(s) as described.
- Police & Fire have specific types of tests (manipulative, written, physical) with minimum passing scores.

3. Eligible List Formation & Certification

- Following exams, qualified candidates are placed on the eligible list that is Certified by Civil Service Commission.
- Duration of lists range from one year or until exhaustion of candidates.

4. Appointments

- Names from the eligible lists are shared with the appointing authority who conducts interviews to fill vacancies.

5. Background & Other Checks

- Applicants are required to pass a criminal background check.
- Pre-medical exams are required for specific positions.

Recruitment & Hiring Process for Entry Level Firefighter Trainees

- Recruitment is posted for 31 days or until the maximum number of applications have been received (150 – 200 applications)
- Applications are received & reviewed
 - ☐ HR reviews the applications for qualifications. Those who are successful in meeting the minimum qualifications are sent to the Firefighter Candidate Testing Center (FCTC) to verify their active status on the [Statewide Eligible List](#)
 - ☐ HR contacts each candidate to schedule the oral examination
 - ☐ Scores from the written exam will be combined with scores from the oral panel to create the overall score and establish the eligible list. The candidate must pass both sections in order to be placed on the eligible list. The examination weights are 60% Written Exam and 40% Oral Exam.
 - ☐ In the event of identical ratings, candidates' names will be arranged in order of application date/time, and, if the same, then arranged alphabetically.
 - ☐ This position is eligible to receive five (5) Veteran's Preference Points for entrance into the Civil Service. Veteran's Preference Points will not be granted on the promotional list. The candidate must send a DD-214 Member-4 copy indicating at least 181 consecutive days of service with honorable discharge with their application to qualify.
- Eligibility lists are adopted by the Civil Service Commission
 - ☐ HR refers names to the department dependent on the number of vacancies per [Civil Service Rules for Miscellaneous Employees VI, Section 9 \(d\) Certification from Eligible List](#)
- Candidates selected to move forward into the background process will be notified starting the week after the Civil Service Commission meeting
- Applicants complete and pass the following prior to Academy start date:
 - ☐ Background Investigation
 - ☐ Medical Evaluation
 - ☐ Fingerprint (CA and DOJ)
 - ☐ Psychological Examination

Recruitment & Hiring Process for Entry Level Police Officer Trainees

- Recruitments are open on a monthly basis for an average of 31 days. The posting is continuous to collect applications on a continuous basis, and dates are determined by monthly testing
- Applications are received and reviewed
- Applications who meet minimum qualifications are invited to participate in the examination process that is held at San Joaquin Delta College in collaboration with the Stockton Police Department and Human Resources
- Applicants must pass:
 - ❑ Physical Ability Test (PAT)
 - ❖ Candidates can submit a passing Physical Ability Test from another agency that has been taken within the past year OR a Work Sample Test Battery (WSTB) in placement of the PAT
 - ❑ PELLET-B Written Test
 - ❖ Candidates can submit a passing National Testing Network (NTN) written test score OR submit a passing T-Score from another agency that has been taken within the past year in placement of the written examination
- Eligibility lists are adopted by the Civil Service Commission
 - ❑ HR refers names to the department dependent on the number of vacancies per [Civil Service Rules for Miscellaneous Employees VI, Section 9 \(d\) Certification from Eligible List](#)
- Candidates selected to move forward into the background process will be notified starting the week after the Civil Service Commission. Applicants must complete and pass the following prior to the Academy start date:
 - ❑ Background Investigation
 - ❑ Medical Evaluation
 - ❑ Fingerprint (CA and DOJ)
 - ❑ Psychological Examination
 - ❑ Voice Stress Analysis

Recruitment & Hiring Process for Miscellaneous Positions

Classified Process

- Department submits requisition for budget approval
- Assigned HR Analyst meets with department to discuss recruitment details
- Recruitment is posted, applications are reviewed, notices are sent out to applicants

Requirements (classified positions)

- Classified positions require a competitive process once an application is deemed qualified
 - Competitive process = written exam, practical exam, oral board
- Results are scored and ranked (if applicable) and the eligible list is prepared as a closed session item for Civil Service
- Unclassified positions are not bound to Civil Service Rules. HR Administrative policies are followed.

Steps to Fill

- Following approval from Civil Service Commission, HR sends result notices to applicants (pass/fail exam)
- Eligible lists are posted on the City's website
- HR certifies the name and forwards top 10 names to department (hiring manager)
- Department conducts interviews
- Department informs HR of the selected applicant
- HR moves forward with the onboarding process
 - Background
 - Pre-medical (if required)
 - New Hire Orientation

Goals & Focus Areas



- Consistency
- Refine recruitment process
- Reduce time to hire/time to fill
- Aim for seamless, professional delivery
- Fair & Equitable hiring practices for all positions
- Support Departments
 - Listen & provide feedback
 - Seek feedback
 - Reflect on performance
 - Explore new techniques
 - Iterate and adapt

Q&A