

 Metro | *Policies and procedures*

**Subject** Selection of Employees  
**Section** Human Resources  
**Approved by** MERC Commission

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**EXCERPT FROM MERC PERSONNEL POLICIES (2007)**

*Policy is under review. Numbering has been changed from original manual; content is from former Section 9, MERC Personnel Policies (2007).*

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**SELECTION OF EMPLOYEES**

**1. Equal Employment Opportunity *REPLACED IN PART - See Equal Opportunity and Affirmative Action policy (Nov. 2011) and Veterans' Preference policy (Nov. 2011)***

*<DELETION>*

Recruitment efforts will be coordinated in cooperation with the hiring department. Recruiting publicity will be distributed through appropriate media to meet promotional, First Opportunity, and Equal Opportunity guidelines. Such publicity will indicate that the Commission is an Equal Opportunity Employer and will be designed to attract a sufficient number of qualified candidates. Recruitment shall continue for a period of time sufficient to assure an opportunity for the promotional, First Opportunity, and general public applications as provided for in Section 9.1.D of these policies.

Any Commissioner or employee who has a question about MERC's Affirmative Action Program may obtain a copy from the Human Resources Manager.

The Commission has delegated the responsibility of making final hiring decisions to the General Manager or designee. The following sections describe the selection process that generally will be followed, but where the General Manager determines that an immediate appointment or hiring decision is necessary, the General Manager or designee retains the right to make such a decision.

**2. Announcements and Posting**

- a. All promotions and appointments to vacancies shall be based on the requirements of the position and organizational and operational needs of the Commission. All recruitment periods listed below may be extended only with the approval of the General Manager or designee prior to the announcement of any recruitment.
- b. Internal Recruitment *REPLACED IN PART - See Probation policy (Dec. 2012)*

Internal recruitments are openings for which current full and part-time regular status employees ~~who have successfully completed their initial probationary period~~ and Metro employees who qualify as internal candidates under the Metro Code may apply before members of the general public will be considered. There will be no internal application process for limited duration positions. ***Update (Dec. 2012): Employees are permitted to apply for other positions at Metro while on initial probation but will be required to serve an additional probationary period upon beginning a new position.***

The internal recruitment will be posted for seven (7) calendar days. Postings will be placed prominently in employee areas in all Metro and Commission facilities. Internal applicants will be given first consideration for these internal recruitments. Internal applicants who meet the minimum qualifications and pass the supplemental screening for the position may be interviewed in this internal recruitment process.

Should no internal applicant be selected through this process, the First Opportunity area recruitment process will begin, unless the hiring manager has approved simultaneous internal and First Opportunity recruitments, as specified below.

c. First Opportunity Recruitment

The First Opportunity Program is intended to provide maximum employment opportunities for economically disadvantaged residents living in the First Opportunity Target Area. In order to expedite the recruitment process in instances of entry-level recruitments or recruitments for hard to fill positions, a hiring manager may approve commencing the First Opportunity recruitment process simultaneously with the internal recruitment process.

First Opportunity recruitments are openings for First Opportunity area applicants for vacant positions. In addition to standard recruiting techniques, good faith outreach efforts will be made through target area job training and economic development agencies to identify, recruit, assist, and if necessary, train and refer such applicants. When vacancies occur, the First Opportunity recruitment will be posted and advertised for 14 calendar days. Postings will be placed prominently in employee areas in all Metro and Commission facilities and will be advertised as employment opportunities in at least one First Opportunity Target Area newspaper. First Opportunity applicants will be given consideration for the employment opportunities after the internal recruitment process has concluded. First Opportunity applicants who meet the minimum qualifications and pass the supplemental screening for the position shall be interviewed in this First Opportunity Target Area recruitment process.

Should no First Opportunity Target area applicant be selected through this process, the general recruitment process will begin, unless the Facility Director has approved simultaneous commencement of all recruitment methods, as specified below.

d. General Recruitment

In the event no qualified applicant is selected through the internal or First Opportunity process, standard recruiting techniques will be used to attract a sufficient number of qualified applicants from which one or more may be selected. In order to expedite the recruitment process in instances of specialized industry positions, the Facility Director may approve commencing all recruitment methods (internal, First Opportunity, and standard) simultaneously. The period of recruitment will be indicated on job announcements and advertisements.

### **3. Voluntary Demotion**

The standard selection process may be waived by the Human Resources Manager or designee in the event of a voluntary demotion when the demoted employee is deemed qualified and a vacancy exists.

### **4. Applications**

The Commission or designee may elect to receive and/or screen the applications.