



Date: October 29, 2007
To: Patrick H. West, City Manager *P West*
From: *Suzanne R Mason*
Suzanne R. Mason, Director of Human Resources
For: Budget Oversight Committee
Subject: Management Hiring Freeze

Pursuant to the request of the Budget Oversight Committee, staff has developed a structured approach to reviewing management hiring requests to ensure management staffing decisions are based upon the efficient use of resources and effective delivery of core city services. Attached is proposed Personnel Policy and Procedure (1.12) that will used to guide the process.

Staff will be available at the November 6, 2007 Budget Oversight Committee meeting to answer any questions on the Management Hiring Freeze process.

SRM
BOC Management Hiring Freeze



PERSONNEL POLICIES AND PROCEDURES

Subject: MANAGEMENT HIRING FREEZE

Effective: 10/25/07

Number: 1.12

I. POLICY STATEMENT

All City Manager departments shall comply with the following procedures when requesting to fill an unclassified management position to ensure management positions in the City are filled in an efficient and effective manner.

II. APPLICABILITY

The following procedures apply to appointments of all management (E00) positions in all City departments directly responsible to the City Manager.

Elective and independent offices and departments are requested to comply with these procedures in the interest of administrative uniformity.

III. GENERAL PROCEDURES

The following steps shall be completed prior to proceeding with management recruitment:

A. Personnel Requisition and Certification Form and Request for Exemption to the Management Hiring Freeze Form

Approval to fill all management vacancies shall be obtained through submission and approval of a "Personnel Requisition and Certification" (Attachment #1) form and a "Request for Exemption to the Management Hiring Freeze" (Attachment #2) form. The department shall initiate a "Personnel Requisition and Certification" form and a "Request for Exemption to the Management Hiring Freeze" form, attach any pertinent documentation, and forward the forms to the Director of Financial Management for initial processing. The Director of Financial Management will review and indicate comments; then forward to the Director of Human Resources for review and comment.

B. Supporting Documentation

Any supporting documentation should accompany the request including but not limited to the Department Organization Chart, the Department Business Plan, and a detailed description of the position.

C. Committee Review

All management vacancies in City Manager departments will be fully evaluated to determine whether the position is critical to the efficient and effective delivery of core City services and aligned with City Council priorities. A committee including the City Manager, the Assistant City Manager, the Director of Financial Management and the Director of Human Resources will meet on a regular basis to review management hiring freeze exemption requests.

D. City Manager Approval

Positions will be evaluated based upon the City Council's priorities and the efficient use of City resources. The City Manager will make all final decisions as to whether a position will be filled.

IV. RECRUITMENT PROCEDURES

When the department receives the approved "Personnel Requisition and Certification" form and the approved "Request for Exemption to the Management Hiring Freeze" form signed by the City Manager, the formal recruitment process may begin in accordance with AR 8-9, Management Recruitment and Selection Procedures and with Personnel Policies and Procedures 1.9, Management Selection and Recruitment.

V. APPOINTMENT PROCEDURES

No formal job offer will be made to a candidate until the City Manager has approved the appointment in accordance with AR 8-9, Management Recruitment and Selection Procedures and with Personnel Policies and Procedures 1.9, Management Selection and Recruitment.

VI. GENERAL NOTES

The City Manager will provide a summary of management hiring decisions to the Mayor and City Council on a regular basis.

VII. REFERENCES

- A. Administrative Regulation Chapter 8-9 - Management Recruitment and Selection Procedures
- B. Personnel Policies and Procedures 1.9 – Management Selection and Recruitment

VIII. APPENDICES/FORMS

- A. Personnel Requisition and Certification form
- B. Request for Exemption to the Management Hiring Freeze form

CITY OF LONG BEACH
**PERSONNEL REQUISITION
 AND
 CERTIFICATION**

Department					Requisition Number		
Department					Requisition Number		
Bureau					Date		
Bureau					Date		
Division					HR-1 Effective Date		
Division					As soon as possible		
Position Title (include grade level)	Pos #	Occup Code	Classified <input type="checkbox"/>	Salary Range Number	Salary Range		
Position Title	Position Number	Occupation Code	Unclassified <input type="checkbox"/>	No. of Positions Requested	No. of Positions		
EMPLOYMENT STATUS		Comments (selective certification)					
Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>						
Provisional <input type="checkbox"/>	Full time <input type="checkbox"/>						
Seasonal <input type="checkbox"/>	Part Time <input type="checkbox"/>						
	YES	NO	If Replacement, Give Name & Title of Employee(s) Replaced and Reason for Leaving				
Budgeted Position	<input type="checkbox"/>	<input type="checkbox"/>					
Replacement	<input type="checkbox"/>	<input type="checkbox"/>					
New Position	<input type="checkbox"/>	<input type="checkbox"/>					
Upgrade	<input type="checkbox"/>	<input type="checkbox"/>					
*If Position Is Not Budgeted, Attach Explanation of How Position Will be Funded in the Current & Following Fiscal Year.	Payroll Charge Point(s) & Funds				Budget Office Approval	Date	
	Chargepoint & Fund				Class & Comp Approval	Date	
Contact Person & Phone No.	Appropriate Steps Will Be Taken to Address Equal Employment Opportunity Objectives.				Appointing Authority Approval/Date		
Contact & Phone No.	_____						
DEPARTMENT HEAD SIGNATURE							
CERTIFICATION							
Name	Address	Phone	Date	Results			
<small>PERMISSION IS HEREBY GRANTED TO APPOINT _____ FOR A MAXIMUM PERIOD OF 150 DAYS, OR UNTIL AN ELIGIBILITY LIST HAS BEEN CREATED FOR THIS CLASSIFICATION, PROVIDED THE APPOINTEE(ES) ALL LEGAL EMPLOYMENT REQUIREMENTS CONTAINED IN THE CITY CHARTER AND THE CIVIL SERVICE RULES AND REGULATIONS, AND THE MINIMUM QUALIFICATIONS FOR SUCH POSITION AS DETERMINED BY THE CIVIL SERVICE COMMISSION.</small>							
DATE(S) CERTIFIED	CERTIFIED BY _____						
	EXECUTIVE DIRECTOR - CIVIL SERVICE						



City of Long Beach

Draft

REQUEST FOR EXEMPTION TO MANAGEMENT HIRING FREEZE FORM

(ATTACH REQUISITION AND MEMO IF MORE SPACE REQUIRED)

DEPARTMENT:		BUREAU/DIVISION/PROGRAM:	
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DATE:	TITLE:	BUDGETED: YES <input type="checkbox"/> NO <input type="checkbox"/>
REQ #:	NEW POSITION: YES <input type="checkbox"/> NO <input type="checkbox"/>	FUND(S): \$
POS #:	LENGTH OF TIME POSITION VACANT:	ANNUAL LOADED COST OF POSITION: \$
	RESULT OF RETIREMENT: YES <input type="checkbox"/> NO <input type="checkbox"/>	COST REMAINING IN FY:

POSITION DESCRIPTION/PURPOSE (BREADTH/DEPTH OF POSITION):

PRINCIPLE ACCOUNTABILITIES:

OF PERSONNEL POSITION SUPERVISES:

TOTAL PAYROLL: \$

OPERATING BUDGET, EXPENSES, OTHER:

JUSTIFICATION/REASON FOR REQUEST (INCLUDE SPECIFIC RESULTS TO BE ACHIEVED/IMPACT IF POSITION NOT FILLED):

OTHER POSITIONS IN THE DEPARTMENT OR CITY THAT PROVIDE SIMILAR DUTIES:

DEPARTMENT HEAD SIGNATURE:		DATE:	
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DIRECTOR OF FINANCIAL MANAGEMENT

RECOMMENDATION:

SIGNATURE:		DATE:	
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DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION:

SIGNATURE:		DATE:	
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CITY MANAGER

APPROVED

DENIED

SIGNATURE:		DATE:	
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