

Introduced by: City Manager Hannan
 Date: August 26, 2014
 Public Hearing: September 9, 2014
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Best	
Erbey	
Carrington	
Combs	
DeVries	
Hanson	
Johnson	

CITY OF PALMER, ALASKA

Ordinance No. 14-034

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 4.15.020 Selection

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code section 4.20.010 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

4.15.020 Selection.

A. Filing Applications.

1. To be considered for a position, each applicant (including current city employees) must submit a city of Palmer application to the city of Palmer, Human Resource Department, 231 W. Evergreen Avenue, Palmer, Alaska 99645.
2. All applications must be submitted on or before the closing date and time specified in the announcement.
3. Applications received after the closing deadline shall not be accepted for the particular position in the announcement.

B. Minimum Qualification/Disqualification.

1. The personnel officer or designee shall screen applicants by reviewing the job applications.
2. The city may refuse to examine an applicant, or after examination may refuse to select an applicant or to place his or her name on an eligibility list, or may remove his or her name from an eligibility list, who:
 - a. Has failed to submit the application correctly or within the prescribed limit;
 - b. Is found to lack the minimum qualifications in the recruitment announcement or examination for the position;

- c. Has withheld information of material fact or made a false statement of material fact in regard to his or her application;
 - d. Has used or attempted to use bribery to secure an advantage in the examination or appointment;
 - e. Has directly or indirectly obtained information regarding examinations to which he or she is not entitled; or
 - f. Other reasons which are not in violation of state or federal law.
- C. Examinations. An applicant will be eligible to take examinations if he or she meets the minimum qualifications established by the department director. These qualifications may include education, experience, and other factors as related to the ability of the applicant to perform with reasonable efficiency the essential functions of the position with or without an accommodation.
- D. Examination Contents and Procedure.
1. All examinations required shall be practical and shall relate to the duties and responsibilities of the position for which the applicant is being examined and shall measure the relative capacity and fitness of the person examined to perform the essential functions of the class of positions to which they seek to be appointed (or promoted). The examination or other tests found reasonable by the personnel officer used to determine the fitness and relative ability of the applicant may consist of one or more of the following:
 - a. Written tests;
 - b. Performance tests;
 - c. Physical tests of strength, stamina or dexterity;
 - d. Evaluation of education, training and experience as shown on the application;
 - e. Interviews designed to determine general fitness for the position;
 - f. Pre-employment health examinations;
 - g. Drug test; and
 - h. Interviews.

In addition, for police officers, additional testing requirements may be required, including, but not limited to: polygraph examination, psychological examination, fingerprinting, extensive background investigation and criminal background review.

In addition, for all other police department employees, additional testing requirements may be required, including, but not limited to: fingerprinting, extensive background investigation and criminal background review.
 2. Five working days before applications for the position close, the department director will submit for the personnel officer's approval any examinations to be used to rank the applicants.
 3. The department director may require information as to education, training and experience of applicants and such other information as the department director may reasonably deem pertinent. If the department director determines a need to contact any applicant for further information, the personnel officer shall contact the applicant and all applicants similarly situated shall be extended this same opportunity. The personnel officer may require any applicant for examination to submit documented proof of the possession of any license, certificate, degree or other qualification claimed or required and may refuse credit for such qualifications in the absence of proof.
- E. Conduct of Examinations. Examinations shall be conducted at a testing site approved by the personnel officer or under the supervision of the department director. All examiners and monitors used in the conducting of examinations shall be provided with such instructions as may be required for fair and impartial administration.

- F. Interviews. When an interview panel forms a part or all of the examination for a position, the city manager or designee shall appoint an interview board. This board shall consist of at least three members:
1. The director or designee of the department having the vacancy;
 2. City of Palmer employee with the same job classification or higher as the position being filled; and
 3. The personnel officer or designee. As a general rule, all applicants selected for interview shall be interviewed and rated by the same panel. Alternate members may be used only when determined necessary by the personnel officer.
- G. Method of Ranking.
1. Vacancies will be filled by the most qualified applicant based on the criteria as established in subsection (G)(2) of this section.
 2. Five working days before applications for the position close, the department director shall submit for the personnel officer's approval the interview questions and the method of ranking to be used for hiring list eligibility.
- H. Offering Positions.
1. Pre-Offer Procedure.
 - a. Qualified candidates. The department director shall provide the names of the most qualified applicant(s) to the personnel officer.
 - b. Additional information. If additional information is needed to document qualifications, a memo to the personnel officer shall be included.
 - c. References. Prior to selection of a candidate, the personnel officer shall check the is responsible for checking references for the top candidates.
 - d. References – Department of Public Safety. Prior to selection of a candidate, the Department of Public Safety shall conduct background checks in accordance with Alaska law on candidates for employment.
 2. Conditional Offers.
 - a. Notification of conditions. Before making final selection of the most qualified applicant, the department director shall notify the personnel officer of any conditions of employment in writing.
 - b. Examples. Examples of conditions include without limitation the successful completion of a background investigation or post offer medical examination, receipt of negative results of a post offer drug test, or Alaska licensing.
 - c. Conditional job offer. The personnel officer will make a conditional job offers for all non-department of public safety employees.
 - d. Conditional job offer – Department of Public Safety.
 1. The Chief of Police shall make conditional job offers for Department of Public Safety employees.
 2. The conditions shall be based on the examples listed in this section of the Palmer Municipal Code.
 3. The Chief of Police shall forward all conditions of employment to the personnel officer.
 - e. ~~d.~~ Employment effective upon written approval. When the conditions have been met and the applicant accepts the position, employment becomes effective upon written approval of the personnel officer and city manager.
 3. Positions Offered. The personnel officer shall make all offers of employment, transfer or promotion, either oral or written.
 4. Employment.

- a. All applicants must successfully pass the pre-employment drug screening prior to starting employment with the city.
- b. All applicants must submit a copy of their driving record and a background report from the State Troopers during orientation with the personnel officer or designee.
- c. The cost of the driving record and background report will be reimbursed during normal account payables procedures.

I. Eligibility List.

1. The department director may include in the position announcement that not only a position opening exists but that an eligibility list may be made of top qualified applicants based on the examination. In such case, the department director may establish an eligibility list and provide a copy to the personnel officer.
2. Within 30 days of the establishment of the eligibility list, the personnel officer shall notify all qualified applicants in writing whether their names have or have not been included on the eligibility list.
3. If a position for which an eligibility list exists becomes open for hiring, the personnel officer at the request of the department director and approval of the city manager may choose to hire from the eligibility list.
4. Filling Vacancy from Eligibility List.
 - a. To fill a vacancy by selection of a candidate from an eligibility list, the department director shall submit the eligibility list to the personnel officer and city manager.
 - b. This list may be for one or more positions in the same job position and shall indicate the number and identity of positions to be filled and the title of the position to which they have been allocated and shall include other material information.
 - c. The department director shall submit the list with his or her request to interview as far in advance as possible prior to the date he or she desires the employee to begin work.
 - d. The request shall be subject to approval of both the personnel officer and city manager.
 - e. The list submitted by the department director shall include the names of all candidates included in the highest rankings, normally the top five rankings, pursuant to the examination.
5. The period during which an eligibility list remains in effect shall be determined in writing by the department director upon the establishment of such list, but the period shall not exceed six months from the close of the application period for the position. If the department director chooses and receives city manager approval to commence the recruitment and selection procedure to fill a job position for which an eligibility list exists, then the eligibility list ceases to be effective.
6. The department director, after notifying the personnel officer in writing and receiving written approval from the personnel officer, may remove the name of an eligible candidate from the list for the following reasons:
 - a. The eligible candidate cannot be located by mail or the candidate has failed to respond within five days to a notice of inquiry regarding availability for appointment;
 - b. Upon written notification from the eligible candidate that he or she no longer desires consideration for a position in that class;
 - c. The eligible applicant declines position offered; or
 - d. Fails to report to duty within a reasonable time not to exceed 30 days.

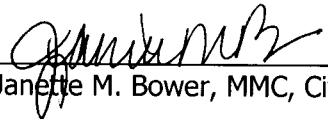
J. Recruitment and Selection Records.

1. Within five days of the offer being accepted by the employee or the establishment of the eligibility list, the department director shall organize in an orderly manner and deliver to

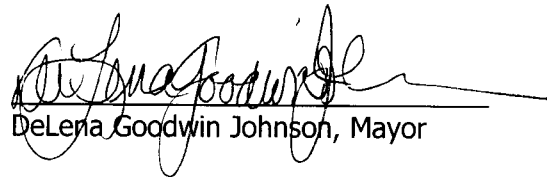
- the personnel officer all records and documents pertinent to the recruitment and selection.
2. These records and documents shall include without limitation all announcements, a description of the selection procedure, all applications, all tests, all test results, all ranking sheets, all correspondence with applicants, all information regarding the methods and materials used, and all notes taken by raters.
- K. This section does not apply to the selection of department directors and volunteers. (Ord. 12-001 § 3, 2013)

Section 4. Effective Date. Ordinance No. 14-034 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this ninth day of September, 2014.



Janette M. Bower, MMC, City Clerk



DeLena Goodwin Johnson, Mayor