



City of Gardena

PERSONNEL RECRUITMENT REQUISITION

TO: HUMAN RESOURCES OFFICER

DATE: _____

DEPARTMENT CONTACT: _____

TEL EXT: _____

REQUEST RECRUITMENT (Position Title): _____

Salary Schedule #: _____ Salary Range: _____ # of Positions to be filled

REASON FOR RECRUITMENT REQUEST:

☐ Newly Funded Position

☐ Vacancy/Incumbent Separation on _____

☐ Temporary Staffing Need

☐ Vacancy/Incumbent Promotion/Reassigned: _____

Targeted Start Date:

(actual date Eligibility List is certified cannot be guaranteed)

Additional Information/Remarks - Please provide other identifying details, i.e. name/date of incumbent & reason for vacancy, new funding source/budget appropriation, other relevant information for HR.

Position Type: ☐ Full-Time ☐ Full-Time/At-Will ☐ Part-Time/At-Will ☐ Other _____

☐ Regular (Probationary to Permanent)

☐ Provisional

☐ Transitional (special revenue/position based on funding source)

☐ Temporary ☐ Seasonal _____ Expected Length of Employment

Represented Position: ☐ GMEA ☐ GMEO ☐ GPOA

Non-Represented Position: ☐ Executive/At-Will ☐ Confidential ☐ Appointed

Funding - Account Code(s) & % Distribution (General Fund, Enterprise Fund, Special Revenue Funds)

____% _____/ ____% _____/ ____% _____/ ____% _____

☐ **NOT FUNDED:** Please explain how position is to be funded.

Department Head Signature _____ Date _____

FOR HUMAN RESOURCE DEPARTMENT ONLY

HR Officer Approval/Special Directions: _____ Date _____

Recruitment Request Received: _____ Recruitment Initiated: _____ Recruitment Closed: _____

Eligibility List Certified: _____ Position Filled: _____ Total Recruitment Time: _____

RECRUITMENT PROCESS

Recruitments are generally initiated in the order they are received in the HR Office, unless otherwise directed by the HR Officer. Recruitments for existing or date specific vacancies will take precedence over recruitment requests to create an Eligibility List for unfunded or "potential" staffing needs. **Closed recruitments** require minimum 30 day lead time to start date; **Open recruitments** require minimum 3 months to start date; **Executive & Technical** recruitments may require 6 months or more lead time.

TYPE OF RECRUITMENT:

☐ **Closed – Competitive Recruitment**

Bulletins are sent by email to "ALL PERSONNEL" and to the appropriate employee labor group; Bulletins are posted in all City Departments for a minimum of fourteen (14) days).

☐ **Open – Competitive Recruitment**

Bulletins are posted on the City website www.ci.gardena.ca.us, City Job Hotline (310) 217- 9515; emailed to other municipalities; published in the following newspapers: GVN, Daily Breeze, Rafu Shimpō, The Long Beach Press Telegram, La Opinion, OC Register, LA Wave, and LA Watts Times. Other postings depend on nature of position to be filled (i.e. sworn, technical, executive, etc.), please advise:

☐ PORAC ☐ Jobs Available ☐ TransitTalent.com ☐ Other Publication/Distribution Requests
(please give agency/publication title and if known the contact information for placing an advertisement):

Please state time period for recruitment (i.e., 30 days, 60 days, etc.): _____

Publish dates: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

JOB SPECIFICATION (Submit existing job specification with recruitment request.)

☐ Job Spec. reviewed/Administrative updates only (attach for HR Officer review/approval)

☐ Job Spec. reviewed and has been significantly revised (please see attached): *Substantial revisions must be submitted to the appropriate labor group for comment and approved by City Council prior to initiating recruitment process. Revisions have been made in these areas:*

- | | |
|--|--|
| <input type="checkbox"/> Essential Functions | <input type="checkbox"/> Knowledge/Skills |
| <input type="checkbox"/> Education/Training/Experience | <input type="checkbox"/> Physical Demands/Working Conditions |
| <input type="checkbox"/> Licenses/Certifications | <input type="checkbox"/> Special Conditions |
| <input type="checkbox"/> Attachment | <input type="checkbox"/> Other _____ |

SUGGESTED QUALIFYING PROCESS (to be approved by the HR Officer):

- | | |
|---|--|
| <input type="checkbox"/> Functional Hands-On Skills Test (Appointing Department to Develop) | |
| <input type="checkbox"/> Standardized Written Test | <input type="checkbox"/> Supplemental Writing Sample |
| <input type="checkbox"/> Standardized Computer Skills Test | <input type="checkbox"/> Oral Board Only |

ADDITIONAL INFORMATION/REQUESTS: _____