

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 101.01
SUBJECT: EMPLOYEE RECRUITMENT	INITIAL EFFECTIVE DATE: 10-30-84
TITLE: JOB POSTING TIMETABLE	LAST REVISION DATE: 12-17-2008

ADMINISTRATIVE DIRECTIVE:

The following procedure has been established to ensure that announcements of vacant positions are posted on a timely basis on specified bulletin boards.

I. IN-HOUSE POSITIONS

The minimum posting time for all "In-House Positions" should be four (4) working days. If four (4) working days have passed and the position is still not filled, it can be revised to an "Open Position" and posted as described in Section II.

II. OPEN POSITIONS

When a position has been determined to be open to the general public, it should be posted as indicated:

1. Management
2. Business Specialty with Management
3. Technical Specialty with Management
4. Business Profession
5. Technical Professional
6. Business Operations
7. Technical Operations

All positions are posted for a minimum of four (4) working days. Based on the difficulty in recruiting for a position, the supervisor may elect to open the position for longer than four days. If the supervisor does not have a sufficient number of qualified applicants as of the posted period closing date, the closing date may be extended.

A. Open To Filled

From time to time a department/division will choose to post a position as "open to fill". Open to fill positions have not pre-defined closing date and will remain open until a conditional offer is provided to an applicant.

B. Temporary/Seasonal/Special Agreement

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

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Most temporary/seasonal positions are posted. However, some immediate appointments can be made by the Director in emergency situations.

C. Applicant Longevity

The Human Resources Department may refer to previously screened candidates' applications before posting a position as open as long as the position was accepting applications in previous six (6) months

III. POSTING TIMETABLE FOR CIVIL SERVICE POSITIONS

See Chapter 143 of Texas Local Government Code.