

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING GUIDELINES**

Title: JOB VACANCIES	Guideline Number: DPW SOG 6
Initial Effective Date: June 26, 2013	Revision Date: February 28, 2014

This guideline applies to all represented employees of the Department of Public Works (DPW) Operations Division.

Definitions:

Vacancy. A vacancy is a new or existing position in the table of organization that is deemed by the Department Head or designee to be vacant and available to be filled. At the discretion of the Department Head and with Human Resources' authorization, internal movement within the department may occur prior to Human Resources announcing a vacancy.

Notice of DPW Operations Division Job Opening. This is a job posting prepared by DPW and posted within the DPW Operations Division for internal movement prior to Human Resources announcing a vacancy through NEO-GOV. However, at the discretion of the Department Head or designee a City-wide announcement may be posted through NEO-GOV concurrently with the DPW Operations Division announcement.

Notice of Vacancy (Transfer Opportunity). A City-wide job announcement prepared by Human Resources which provides notice to all City employees of a vacancy and is posted through NEO-Gov. At the discretion of Human Resources outside recruitment may occur simultaneously with the Notice of Vacancy.

Procedure:

Process for Filling Vacancies. Regular DPW employees in good standing may seek a job vacancy, except that new employees with less than 12-months with the City will not be eligible for a transfer unless there are no qualified candidates with more than 12-months with the City.

All positions above the Level of Laborer (G-2 rate of pay and above) will be posted in accordance with the following process. For positions that are regularly assigned to a day shift and night shift (e.g. sweeper/flusher operator, mechanic, custodian) the vacancy will be offered, by seniority, to current employees in the same job title to move from day shift to night shift or vice versa, if the incumbent has the skills to fill the position.

If the DPW Operations Director or designee decides to seek a Laborer from within the department, the position will be posted in accordance with the following process. If the DPW

Operations Director or designee determines the Laborer vacancy will not be filled from within the DPW Operations Division then Human Resources will be requested to post the notice of vacancy.

- The “Notice of DPW Operations Division Job Opening” will be posted for a minimum of 5-work days solely for DPW Operations Division employees and will be posted at Public Works facilities. Employees interested in the vacant position must provide written notice of their interest to the Superintendent prior to the posting deadline date.
- The Superintendent or designee will review the candidates’ backgrounds.
- An interview will be scheduled to assess the candidate’s skills and abilities for the position if there is more than one candidate who meets the criteria of the position.
- The criteria for selection will be based on, but not limited to:
 - Relevant work experience
 - Work performance
 - Applicable education and/or training
 - Required skills, knowledge and abilities of the position
 - Credit for length of service with the City
 - Other competencies as deemed appropriate
- A base set of relevant questions will be used for the interviews to maintain consistency. Candidate interviews will typically be conducted by the Superintendent or designee and one other DPW management staff member
- The most qualified candidate will be selected for the position.
- If two or more candidates are equally qualified with respect to the competencies desired for the position and have demonstrated equal ability and skills through past performance, seniority will prevail.
- If management is unable to fill a vacant position internally, the Human Resources Department will proceed with the recruitment process to fill the vacancy with candidates outside of the Public Works Department.

Approval:

Department Head: /s/ Steven Grenier	Date: February 28, 2014
Human Resources Director: /s/ Lynn M. Boland	Date: February 28, 2014

This guideline is a supplement to the Public Works Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.