

<b>CITY OF GREEN BAY PARKS DEPARTMENT OF PARKS, RECREATION &amp; FORESTRY STANDARD OPERATING GUIDELINES (SOG)</b>	
<b>Title:</b> JOB VACANCIES	<b>Guideline Number:</b> PRF SOG 1
<b>Effective Date:</b> July 30, 2013	<b>Revision Date:</b> September 27, 2013

This guideline applies to all maintenance employees of the Parks and Recreation Department including Parks and Forestry Maintenance (PFM), City Hall Maintenance Workers and City Hall Cleaners.

**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.

Notice of PFM Division Job Opening. This is a job posting prepared by PFM and posted within the Parks and Recreation Department 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 Department 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 maintenance employees of the Parks and Recreation Department including Parks and Forestry Maintenance (PFM), City Hall Maintenance Workers and City Hall Cleaners in good standing may seek a job vacancy.

All positions will be posted in accordance with the following process.

- The “Notice of PFM Division Job Opening” will be posted for a minimum of 5-work days solely for Park and Recreation Maintenance employees and will be posted at appropriate maintenance locations. Employees interested in the vacant position must provide written notice of their interest to the Parks Maintenance Superintendent or City Forester prior to the posting deadline date.
- The Superintendent, City Forester 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
  - 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, City Forester or designee and one other 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 Parks, Recreation and Forestry Maintenance Division.

**Approval:**

Department Head /s/ Dawne Cramer	Date September 27, 2013
Human Resources Director /s/ Lynn M. Boland	Date July 30, 2013

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