

METRO EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 95-4

WHEREAS, a 1993 amendment to the Personnel Rules as recommended by the Advisory Committee on the Development of Economic Opportunities was approved by the Commission; and

WHEREAS, the amendment allowed first opportunity applicants to apply within the same status and step as current MERC employees; and

WHEREAS, the approved amendment to the Personnel Rules resulted in an unforeseen adverse effect on current employee's ability to be promoted from within and for upward mobility; and

WHEREAS, it is the Commission's desire to promote diversity in employment and promotional opportunities, to provide satisfactory representation of underutilized classes of employees, and to ensure MERC employees receive increased opportunities for career and promotional development; and,

WHEREAS, providing internal employee applicants and first opportunity applicants, who meet the minimum qualifications and pass the supplemental screening for positions, the ability to be interviewed prior to going to the next recruitment step; now, therefore,

BE IT RESOLVED,


1. That the MERC Personnel Rules, Section 5.02, be amended as revised in Exhibit A to reflect a more inclusive opportunity for upward mobility for internal applicants and a broader appointment opportunity for first opportunity applicants.

Passed by the Commission on January 11, 1995.


Chairman


Secretary/Treasurer

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel


by: Mark B. Williams
Senior Assistant Counsel

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 95-4, FOR THE PURPOSE OF AMENDING SECTION 5.02, ANNOUNCEMENTS AND POSTING, OF THE MERC PERSONNEL RULES.

Date: January 4, 1995

Presented by: Paula Paris
Pam Erickson

BACKGROUND: In 1993 the Advisory Committee on the Development of Economic Opportunities (ACDEO) recommended that the MERC Personnel Policies be amended to include the first opportunity hiring process within the internal process. The reason for this recommendation was to give more initial accessibility into jobs for applicants from the area of first opportunity. These amendments were approved by the Commission in 1993 through resolution. The results of this change are reflected in larger numbers of first opportunity applicants hired.

However, this change had an unforeseen adverse effect on current MERC employees; it prevented employees from being promoted from within, including employees from the first opportunity area. Limited opportunities for upward mobility also conflict with the goals of the MERC Affirmative Action Plan.

We are now recommending to go back to the previous recruitment format and allow current MERC employees the opportunity to apply and be considered for promotion or transfer prior to going to any outside recruitment including the first opportunity area. Additionally, the revisions require that internal applicants and first opportunity applicants, who meet the minimum qualifications and who pass the supplemental screening for positions, be interviewed before going to the next recruitment step. This will also provide a more inclusive opportunity for upward mobility for internal applicants, and a broader appointment opportunity for first opportunity applicants.

FISCAL IMPACT: There is no fiscal impact.

RECOMMENDATION: We believe this amendment to the MERC Personnel Rules is necessary to promote diversity in employment opportunities, for satisfactory representation of underutilized classes of employees, and to ensure MERC employees receive greater opportunities for career and promotional development. It is, therefore, recommended by the General Manager that Resolution No. 95-4 be approved.

5.02 Announcements and Posting

(A) All promotions and appointments to vacancies shall be based on the requirements of the position and organizational and operational needs. All recruitment periods listed below may be extended as determined by the General Manager prior to the announcement of any recruitment.

(AB) Promotional/~~First Opportunity~~ Recruitments

Promotional/~~first opportunity~~ recruitments are openings for current in-house Metro and Metro ER Commission employees, who have successfully completed his/her initial probationary period, and ~~first opportunity area applicants for any vacant positions which may have been newly created or vacated by the termination of an employee.~~

~~Outreach efforts for first opportunity will be conducted concurrent with any promotional in-house recruitments and through appropriate agencies as determined by the advisory Committee on the development of Economic Opportunities and others determined to be helpful in referral of qualified applicants. Those identified agencies will be asked to refer qualified applicants to the Personnel Department for application. When such a vacancy occurs, †~~ The promotional/first opportunity recruitment will be posted and advertised for 7 calendar days. Postings will be placed prominently in employee areas in all Metro and MetroERC facilities. and will be advertised as employment opportunities for the first opportunity target area. In-house and first opportunity applicants will be given first consideration for these promotional/employment opportunities. Internal applicants who meet the minimum qualifications and pass the supplemental screening for the position, shall be interviewed in this promotional recruitment process. Should no in-house/~~first opportunity~~ area applicant be selected through this process, the general first opportunity area recruitment process will begin.

(C) First Opportunity Recruitments

First opportunity recruitments are openings for first opportunity area applicants for ~~any vacant positions which may have been newly created or vacated by the termination of an employee.~~ Outreach efforts for first opportunity will be conducted ~~concurrent with any promotional in-house recruitments and~~ through appropriate agencies as determined by the advisory Committee on the development of Economic Opportunities and others determined to be helpful in referral of qualified applicants. Those identified agencies will be asked to refer qualified applicants to the Personnel Department for application. When such a vacancy occurs, the first opportunity recruitment will be posted and advertised for 14 calendar days. Postings will be placed prominently in employee areas in all Metro and MetroERC facilities and will be advertised as employment opportunities for the first opportunity target area. First opportunity applicants will be given ~~first~~ consideration for these employment

opportunities after the promotional process has concluded. First opportunity applicants who meet the minimum qualifications and pass the supplemental screening for the position, shall be interviewed in this first opportunity area recruitment process. Should no first opportunity area applicant be selected through this process, the general recruitment process will begin.

(B) General Recruitment

In the event no qualified applicant is selected through the promotional ~~and~~ first opportunity process, standard recruiting publicity will be distributed to appropriate media and/or other organizations to attract a sufficient number of qualified applicants from which one or more may be selected. The period of recruitment will be indicated on job announcements and advertisements.