



CITY OF HOUSTON

Administration and Regulatory Affairs Department

Interoffice

Correspondence

To: Managers

From: Alfred Jay Moran, Jr., Director
Administration and Regulatory Affairs

Date: May 1, 2008

Subject: Revised Hiring Policy 101.00-R

Please find attached a revised Hiring and Personnel Actions Policy and Procedures, 101.00-R, effective May 1, 2008.

The policy has been updated to reflect some new and improved changes to our posting and hiring process. Below is a highlighted summary of the new "Best Practices":

What's New:

1. **Screening Applications** – before releasing applications to the hiring manager, our HR Section will screen applications to ensure minimum qualifications (MQs) are met. A time metric has been developed to avoid any delay: the Human Resources Department will transmit applications to our HR Section within 3 business days after the posting closes. Our HR section will screen the applications and forward to the hiring manager within 5 business days, after receipt of transmittals. Large volume of over 100 applications will be disbursed in batches of 50 or less, until the position is filled.
2. **Supplemental Questions** – to help with the screening application process, we are now required to submit supplemental questions with every posting.
3. **Promoting Within Division/Department** - if you plan to promote within your division, please post as "Division Only". If you plan to promote within the department, please post as "Department Only". All other postings may be posted as "Citywide" or "All Persons Interested".
4. **Percentile Form** – the HR Section has developed a form to calculate percentiles. Please include percentiles in your salary recommendations and justification memos.
5. **Justification Memo Formats** – to expedite decision-making and approvals, please provide justification memos that fully explain your personnel action request.
6. **Safety Impact Positions (SIP)** – determine if the position you are posting is a safety impact position and select one of the SIP reasons on the ERPF form.
7. **Essential and Non-Essential Tier Designations** - determine if the position is Essential or Non-Essential and select one of the tier choices on the ERPF form.
8. **Sample Grading Matrix** – to assist you with the interview and selection process, our HR Section has developed a sample grading matrix based on a point system. (Attachment 11 in Policy 101.00-R)

If you have any questions, please contact Annabelle Chen, Deputy Assistant Director, at 713.837.9651.

Attachments: Policy 101.00-R, Sample Grading Matrix, and Department HR Process Flowchart

ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT

| | | | |
|--------------------|---|------------------------|--------------------|
| Subject: | Hiring and Personnel Actions Policy and Procedures | No. | 101.00 - R |
| | | Effective Date: | May 1, 2008 |
| Issue Date: | May 1, 2008 | Revision No.: | 4 |

1. PURPOSE

To re-engineer the Department's hiring process and to establish guidelines for all personnel actions. To set forth internal policies and procedures and to define the levels of authority and responsibilities. To establish reporting and record keeping mechanisms to ensure compliance with standards established by the Department of Labor (DOL), Equal Employment Opportunity Commission (EEOC), Affirmative Action Division, Office of Inspector General (OIG), City Charter and Code of Ordinances as well as all relevant Administrative Procedures, Executive Orders and Mayor's Policies.

2. SCOPE

This policy applies to all employees of the Administration & Regulatory Affairs Department and supersedes all former such policies, procedures and directives, with the following exceptions:

A.P. 3-5 - Filling of Executive Level Positions in Pay Grade 30 and Above, is an exception to these guidelines and will be processed as outlined in the Administrative Procedure 3-5.

3-1-1 Division– is an exception to these guidelines and has a Direct Hire agreement with Selection Services of the Human Resources Department.

Divisions of the Mayor's Office - Chief Administrative Office, Emergency Management, Special Events, and Governmental Affairs and Policy Planning.

City Council Administrative Support – is an independent entity, except for departmental reporting staff.

3. DEFINITIONS

- 3.1 **ERPF** – Evaluation and Request to Post Form
- 3.2 **HRD** – Human Resources Department
- 3.3 **DHM** – Division Hiring Manager
- 3.4 **DHRL** – Department Human Resources Liaison
- 3.5 **MVR** – Motor Vehicle Report
- 3.6 **MQs** – Minimum Qualifications

| | | |
|--|--|-------------------------------|
| Approved:  | Date Approved: <i>May 13, 2008</i> | Policy No. 101.00-R |
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- 3.7 **Safety Impact Position** – As defined in E.O. 1-12, Section 5.22, a position whose primary duties involve threat to the health or safety of the employee; who operates a heavy equipment; who drives on city business (more than 3 days a week specifically); and whose job duties involve contact with or access to drugs. A safety impact position is subject to random drug testing per E.O. 1-12.
- 3.8 **Driver** – As defined in A.P. 2-2 Section 4.0, an employee who drives a City vehicle or a privately owned vehicle on City business (including attending meetings as required in the job description).
- 3.9 **Essential/Non-Essential Personnel** – As defined in A.P. 2-3.

4. Forms attached to this Policy

- Attachment 1 Evaluation and Request to Post Form (ERPF), used by DHM
- Attachment 2 Request to Post Justification Memo, used by DHM
- Attachment 3 Percentile Calculator, used by DHM
- Attachment 4 Selection Form, used by DHM
- Attachment 5 Selection Justification Memo, used by DHM
- Attachment 6 Applications and Disposition Form, used by DHRL and DHM
- Attachment 7 Education/Employment Verification Form, used by DHRL only
- Attachment 8 Personnel Requisition Form, used by DHRL only
- Attachment 9 Motor Vehicle Report, filled out by applicant for 'Driver' position only
- Attachment 10 Essential/Non-Essential Acknowledgment Form
- Attachment 11 Justification to By-pass Previously Laid-Off City Employee Form
- Attachment 12 Sample Grading Matrix
- Attachment 13 Department HR Process Flowchart

5. POLICY and PROCEDURES

- 5.1 **Process** – All HR related requests, paperwork, and/or transactions must first go through the Department Human Resources Liaison (**DHRL**), who will then forward it to the Director.
 - 5.1.1 **Posting Requirements**
 - 5.1.1.1. All positions must be posted unless waived by the Director, due to an extraordinary circumstance. Extraordinary circumstances are at the Director's discretion. (Please note: waiver of postings must also be approved by the Human Resources Director).

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5.1.1.2. If you plan to promote within your division, please post as Division Only. If you plan to promote within the department, please post as Department Only. All other postings may be posted as: Citywide, or All Persons Interested.

5.1.1.3. Position will be posted upon written approval from the Director utilizing the following forms: **Evaluation and Request to Post Form (ERPF)** (Attachment 1), **Request to Post Justification Memo** (Attachment 2), and the **Percentile Calculator** (Attachment 3). All pre-planning, decision-making and required information will be captured and in place prior to the position being posted. (See Section 5.1.2 below.) (note: once the position is posted, the Human Resources Department (**HRD**) initiates a timeline measurement to provide a report to the Mayor on the length of each department's hiring process.

5.1.2 Posting Process

5.1.2.1. **Pre-posting Evaluation and Position Clearing** - Listed below are several items that the Division Hiring Manager (**DHM**) should consider before posting the job:

1. Provide justification to fill a vacancy including which position the DHM is replacing and why, whether budgeted or not budgeted. Justify why the workload cannot be handled by realigning job duties, utilizing a contract temp for short-term jobs or other options.
2. Indicate funding source, recommended salary, and percentile. Check the funding availability, include projection analysis and if needed, request transfer of funds at this time. DHM may request pertinent salary information from the DHRL for consideration of salary recommendation and percentile.
3. Ensure a vacant position is available or get with DHRL in advance to create a position number. (If not vacant, provide a justification as in #1.)
4. Determine appropriate classification by comparing the city job description to the job duties of the position. If replacing with a different classification, also provide justification.
5. Ensure appropriate status under the Federal Labor Standards Act (FLSA), exempt classification or non-exempt classification.
6. Support appropriate span of control by supplying an organizational chart for supervisory and management classifications.
7. Ensure appropriate supervisory relationship by avoiding pay grade and salary compression. This requirement may be waived by the Director. A justification should be provided in the Selection Form (Attachment 4) when the final salary is recommended. (See Section 5.1.3.2.)

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8. Evaluate for executive status, if applicable.
9. Indicate if position is safety impact (see 3.7 definition for Safety Impact Position).
10. Indicate if Motor Vehicle Report (**MVR**) is needed when driver's license is stated as required in the City's job description or if the employee will be driving on city business. (see 3.8 definition for Driver).
11. Indicate if position is Essential or Non-Essential (see 3.9 definition for Essential or Non-Essential)
12. Obtain any other related information from the DHRL.
13. Obtain posting template from DHRL and customize the posting to fit your position. Provide detailed preferences and create your supplemental questions for the posting.
14. Attach posting, supplemental questions and org chart (if supervisor position) to the ERPF form, in addition to the Request to Post Justification Memo and Percentile Calculator and forward to the DHRL.
15. DHRL will review the posting and notify section if there are any changes to be made. DHRL will forward posting request package to Director for signature.

5.1.2.2. Posting Approval –

1. Once the Director approves the posting evaluation package, it will be forwarded back to the DHRL for processing.
2. DHRL will submit posting to the Human Resources Department/Selection Services.

5.1.2.3. Transmittals –

1. HRD will transmit applications to the DHRL within 3 business days after the posting is closed. The DHRL will screen the applications for minimum qualifications (**MQs**) and forward to the DHM within 5 business days after receiving the transmittals. Large volume of over 100 applications will be disbursed in batches of 50 or less, until position is filled.
2. DHRL will verify lay off and re-employment lists to give priority consideration during transmittal process. This priority consideration will be communicated to the DHM. Hiring a previously laid off or unemployed City employee is not mandatory. However, if the laid-off employee is by-passed for selection, the **Justification to By-pass Previously Laid-Off City Employee Form**

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(Attachment 10), needs to be filled out and approved by the department Director and the HR Director, according to the City's Code of Ordinance Section 14-142.

5.1.3 Interviewing and Selection Process

5.1.3.1. Interviewing and Requirements –

1. DHM will review applications and select the best-qualified candidates to interview. (note: Position's Immediate Supervisor if lower than pay grade 29, may assist the DHM in the interviewing, selection and hiring process).
2. In order to expedite processing, DHM will set up the interviews and must request the candidates to bring with them the following:
 - Copies or originals of their degrees, diplomas, or school transcripts and education equivalency reports for foreign degrees;
 - Copies or originals of their driver's license and social security card for informational purposes only (this is not to establish identity or employment eligibility).
 - List of personal and professional references with telephone numbers and addresses;
 - List of previous employers with telephone numbers and addresses. Also include the previous employers Human Resources telephone number.
3. If the position is a driver position (see Section 3.8 for definition), an **authorization form to request an MVR report** needs to be signed by the candidates at time of interview (Attachment 9).
4. DHM will conduct the interviews with or without an interview panel.

5.1.3.2. Selection –

1. DHM selects the best qualified candidate and may notify candidate he or she has been recommended contingent on the candidate passing certain requirements: previous employment, education and reference verifications, drug test, physical, MVR, and salary approvals. (note: Detailed salary information should not be disclosed at this stage. However, the candidate may be informed of the relative range of the recommendation.)

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2. The DHM is responsible for the selection and will be held accountable to any internal/external challenges and legal proceedings. It is recommended to use the **Sample Grading Matrix** (Attachment 12) during the selection process.
3. DHM will prepare the **Selection Form** (Attachment 4), **Selection Justification Memo** (Attachment 5), and the **Percentile Calculator** (Attachment 3) and forward to the DHRL, along with the applicant's original resume/application, copy of driver license, social security, diploma/degree or school transcripts, education equivalency reports for foreign degrees, and all other pertinent information.
4. DHM will return to the DHRL all of the applications not selected with a code / reason on the **Applications and Disposition Form** (Attachment 6). DHM must be prepared to answer any inquiries regarding the application / interview status.
5. DHM should give the interviewing and selection process the utmost priority and complete the process promptly, from the date of receiving transmitted applications.

5.1.3.3. Records –

1. DHM will keep and maintain original records such as: dates of interviews, interview panels, grading matrix, notes, interview questions and etc., for a period of 4 years, to meet the statute of limitations requirement.
2. DHM will keep and maintain copies of the documents pertaining to the interviewing, selection and hiring process.
3. DHM will be responsible for providing the records in case of any internal/external challenges or legal proceedings.

5.1.4 Job Offering and Final Process

5.1.4.1. Validations –

1. DHRL will review and validate all documentation received from hiring division.
2. DHRL will process verifications from the information supplied by the candidate, such as education, college/university accreditations, previous work experience, eligibility for rehire at the City (if applicable), and relatives who work for the city and the department. If the candidate is a City employee, the DHRL will request to view the employee's personnel file and verify EPEs, Attendance, and Disciplinary Actions. If there is a discrepancy, the DHRL will notify the DHM.

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3. DHRL will review the recommended salary and perform analysis based on salary issues such as salary compression, equity, pay grade scales, percentile, candidate's credentials and scope of responsibility, city and department averages, and federal regulations. Any change made to the hiring recommendation including changes to salary, pay grade, interpretation of credentials, etc., will be communicated to the DHM and then agreed upon. Disputed issues between the DHRL and the DHM will be decided by the Director.

5.1.4.2. Job Offer –

1. DHRL will be the only official authority to make the job offer, biweekly salary offer, and set the effective hire date, contingent upon the candidate passing certain requirements such as a drug test, physical, and HRD validation of minimum qualifications of the classification, I-9 requirements and in-processing (no one else is authorized to make a job offer except the Director).
2. DHRL will prepare 201 and attach all necessary documents with start date, salary offer, and proper authorizations and then forward to the Director for signature. The Director will return signed documents to the DHRL. DHRL will forward approved documents to HRD with the **Verification Form** (Attachment 7), and **Personnel Requisition Form** (Attachment 8).
3. HRD will schedule candidate for all of the above listed requirements.

5.2 HRD Authorization –

1. HRD will verify that all requirements have been met and that all completed duly authorized paperwork has been submitted.
2. If for some reason the candidate did not satisfy one of the requirements, HRD will notify DHRL.
3. If the rejection is before the effective date, the DHRL will notify the candidate and rescind the offer. Otherwise, DHRL and DHM will terminate employee and notify the Labor Division of the Legal Department.
4. HRD stops time line measurement and position is closed.

6. All Other Personnel Actions

All other personnel actions including but not limited to, promotions, demotions, salary adjustments, equity increases, and reclassifications are subject to the same procedures, authorizations, validations and liabilities.

Administration and Regulatory Affairs Department Evaluation and Request to Post Form

| | | | |
|-------------------|--|-----------------|--|
| Division | | Org Name | |
| Hiring Manager | | Deputy Director | |
| Direct Supervisor | | | |

Justification – please attach justification memo to fill a vacancy or other personnel action. If filling a vacancy include which position you are replacing and why.

| | | | |
|-------------------------|--|--------------|--|
| Position Vacated by | | Date Vacated | |
| Current Classification | | Pay Grade | |
| Main Function | | | |
| Proposed Classification | | Pay Grade | |
| Proposed Function | | | |

Reason to fill the position: (Attach justification memo)

| |
|--|
| |
|--|

Funding Source(s) – Indicate the recommended salary and funding source(s). Include projection analysis and if needed, request transfer of funds.

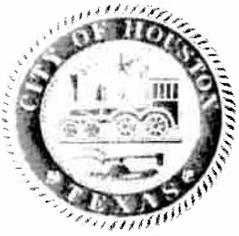
| | |
|--|--|
| Funding Source (Dept/Fund/Org) | |
| Funded Position <input type="checkbox"/> | Unfunded Position <input type="checkbox"/> |
| Recommended Salary (Yr / Bi-Weekly) | |
| Current Salary | |
| Percentile | |
| Budget Impact - Annual Increase | |
| Budget Impact – Annual Decrease | |

Position Status - Select one from each row.

| | | | |
|-------------------------------------|---|-------------------------------------|------------------------------|
| | Exempt Position | <input checked="" type="checkbox"/> | Non-Exempt Position |
| | Executive Position | <input checked="" type="checkbox"/> | Non-Executive Position |
| <input checked="" type="checkbox"/> | Safety Impact Position: <input type="checkbox"/> Operates heavy equipment <input type="checkbox"/> Contact with or access to drugs <input type="checkbox"/> Drives 3x or more a week | | Non – Safety Impact Position |
| <input checked="" type="checkbox"/> | Driver Position | | Non – Driver Position |

Essential and Non-Essential Personnel Status

| | | | | | |
|--|--------|--|---------|--|----------|
| | Tier I | | Tier II | | Tier III |
|--|--------|--|---------|--|----------|



CITY OF HOUSTON

Administration and Regulatory Affairs Department

Interoffice

Correspondence

To: Alfred J. Moran, Director
Administration & Regulatory Affairs

From: Hiring Manager
Administration & Regulatory Affairs

Date: February 22, 2008

Subject: Request to Post - Justification

We are requesting to post a _____ position in the _____ Division of the Administration & Regulatory Affairs Department.

Position Justification:

Requested Salary Range (include bi-weekly, annual, and percentile for posting):

Budget Justification:

Your prompt attention to this matter is appreciated. If you have any questions, please contact Annabelle Chen at 713.837.9651.

Thank you for your assistance.

Approved:

Alfred Jay Moran, Jr., Director

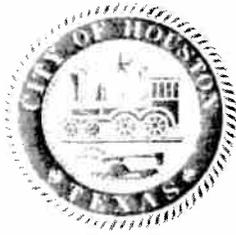
Percentile Calculator

Formula A - (to get percentile, key in the highlighted MIN, MAX, and Bi-weekly Salary Fields)

| JOB CODE | CLASSIFICATION | EEO CODE | FLSA CODE | PG | PG RANGE | | | OFFERED SALARY | | Percentile | |
|----------|----------------|----------|-----------|----|----------|------|-------|----------------|-----------|--------------|-----------|
| | | | | | MIN | 2NDQ | MIDPT | 4THQ | MAX | | Bi-weekly |
| 342.1 | Accountant | B | N | 17 | 666.00 | | | 1,308.00 | \$ 925.00 | \$ 24,050.00 | 40.34% |

Formula B - (to get Salary offer, key in the highlighted MIN, MAX, and Percentile Fields)

| JOB CODE | CLASSIFICATION | EEO CODE | FLSA CODE | PG | PG RANGE | | | OFFERED SALARY | | Percentile | |
|----------|----------------|----------|-----------|----|----------|------|-------|----------------|-------------|--------------|-----------|
| | | | | | MIN | 2NDQ | MIDPT | 4THQ | MAX | | Bi-weekly |
| 342.1 | Accountant | B | N | 17 | 992.00 | | | 1,962.00 | \$ 1,477.00 | \$ 38,402.00 | 50.00% |



CITY OF HOUSTON

Administration and Regulatory Affairs Department

Interoffice

Correspondence

To: Alfred J. Moran, Director
Administration & Regulatory Affairs

From: Hiring Manager
Administration & Regulatory Affairs

Date: February 22, 2008

Subject: **Selection Justification Memo**

We are recommending _____ for the _____ position in the _____
Division of the Administration & Regulatory Affairs Department.

Qualifications/Credentials (Why is this the best qualified candidate for the position)

Recommended Salary (include bi-weekly, annual and percentile):

Budget Justification:

Your prompt attention to this matter is appreciated. If you have any questions, please contact Annabelle Chen at 713.837.9651.

Thank you for your assistance.

Approved:

Alfred Jay Moran, Jr., Director

Administration and Regulatory Affairs Department Applications and Disposition Form

| | |
|---|--|
| Division / Org | |
| Job Title | |
| PIN # | |
| Open Date | |
| Close Date | |
| Application Reviewed By (print name) | |

Disposition: For each applicant, please fill in a reason code

| | | | |
|----------|-------------------------|----------|--------------------------------------|
| A | Declined interview | F | Relative works for Department |
| B | Less education/training | G | Subject Matter Expert (see comments) |
| C | Less work experience | H | Unable to reach applicant |
| D | Does not meet MQs | I | Unstable work history |
| E | Other (see comments) | | |

| # | Applicant's Name | Code | Comments |
|----|------------------|------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
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| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |

Interviewer:

Division Hiring Manager:

Signature / Date

Signature / Date

Administration and Regulatory Affairs Department Education / Employment Verification Form

Verification of Education

| | | | |
|-----------------------|--|------------------------|--|
| Applicant Name | | Birth Date | |
| Social Security # | | Driver License # Class | |
| High School Completed | | Date Graduated | |
| Undergraduate Degree | | Date Graduated | |
| School | | Representative | |
| Graduate Degree | | Date Graduated | |
| School | | Representative | |

Verification of Employment

| | | | |
|---------------|--|----------------------|--|
| Firm | | Representative | |
| Title | | Date of Emp. From To | |
| Duties | | | |
| Ending Salary | | Eligible for Rehire | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|---------------|--|----------------------|--|
| Firm | | Representative | |
| Title | | Date of Emp. From To | |
| Duties | | | |
| Ending Salary | | Eligible for Rehire | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|---------------|--|----------------------|--|
| Firm | | Representative | |
| Title | | Date of Emp. From To | |
| Duties | | | |
| Ending Salary | | Eligible for Rehire | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Other Employment (Military, Etc.)

| |
|--|
| |
| |

| | | | | |
|--------------------------------|--|--------|--|------|
| Position being considered for: | | | | |
| Verified by (print name) | | Signed | | Date |

CITY OF HOUSTON PERSONNEL REQUISITION FORM

This form is to be completed by authorized City of Houston Department personnel upon selection of an applicant for employment processing. All fields must be completed and received by the Selection Services Division of the Human Resources Department with required documentation. Please type or print clearly.

| | | | | | | | |
|-------------------|--|----------|--|--------------|--|-----|--|
| Hiring Department | | | | | | | |
| Job Title | | Job Code | | PG | | PN# | |
| Opening Date | | | | Closing Date | | | |

| | | | | | | | |
|-----------------------------|-----------|--|--|----------------|---------------|--|--|
| Candidate Name | | | | SS# | | | |
| Job Offer Made By | Name | | | | Offer Date | | |
| | Signature | | | | | | |
| Salary Offer Made By | Name | | | | Offer Date | | |
| | Signature | | | | | | |
| Salary Accepted (bi-weekly) | | | | | Date accepted | | |
| Dept / Org Code | | | | 201# | | | |
| Report Location | | | | Hours and Days | | | |
| Start Date | | | | | | | |
| Supervisor | | | | | | | |
| Job Title | | | | Job Code | | | |

| | | | | |
|----------------------------|--|--|---------------|--|
| Interdepartmental Transfer | | | | |
| Leaving Department | | | Supervisor | |
| Transfer Approved by | | | Date approved | |

| | | | |
|----------------------------|-----------|--|------|
| | | | |
| Department Approval (Name) | Signature | | Date |
| | | | |
| Reviewing Authority (Name) | Signature | | Date |

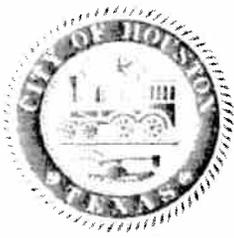
CITY OF HOUSTON

Administration and Regulatory Affairs Department

AUTHORIZATION TO REQUEST MOTOR VEHICLE REPORT (MVR) FORM (For "Driver" Position Only)

In accordance with the Policy titled "Motor Vehicle Assignment and Use, A.P. No. 2-2", we request a Motor Vehicle Record Check be conducted for the individual listed below.

| | |
|----------------------------------|--|
| Name | |
| Texas Driver's License Number | |
| Driver's License Expiration Date | |
| Social Security Number | |
| Department Name (No.) | |
| Organization Number | |
| Date of Birth | |
| Supervisor Name | |
| Applicant's Signature | |
| Today's Date | |



CITY OF HOUSTON

Administration & Regulatory Affairs
Department

Interoffice

Correspondence

To: Non-Essential, Tier III Employee

From: Alfred Moran, Director

Date: April 4, 2008

Subject: **ACKNOWLEDGEMENT OF NON-
ESSENTIAL EMPLOYEE STATUS AND
TIER III DESIGNATION**

In accordance with the City's Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions, the Administration & Regulatory Affairs Department Director has designated all Administration & Regulatory Affairs Department (ARA) employees as either Essential or Non-Essential. Each ARA employee is to be advised of his/her designation and must sign an acknowledgement form to that effect. Employees should know their designations and be prepared to respond accordingly.

Each department has been given the responsibility to utilize a tier designation to classify their Essential and Non-Essential personnel. This system operates under the premise that all personnel can be utilized during an emergency and those not in a First Responder or Support Role should be utilized for other duties.

You have been designated a non-essential, Tier III employee pursuant to the referenced policy. Please fill out the information below, as well as the Acknowledgement form on page 2, sign and forward to Rebecca Metelski. If you have any questions, please contact Rebecca at 713-837-9621. Your cooperation is very much appreciated as this information is vital in planning for an emergency.

Zip Code _____

Languages _____

Training in: Healthcare/Emergency/CPR/other (specify) _____

National Incident Management System Training: NIMS ICS 100, 200, 300, etc _____

Emergency Contact # (Cell and Home): _____

Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions is available at www.choice.cityofhouston.net.

Employees in Tier III levels will be utilized for other duties during an emergency. Please identify your availability to work during an emergency.

Tier III availability to work:

Yes ___

No ___ (Please attach justification if you are not available for work. Only exceptional circumstances may be acceptable justification , i.e. single parent, caregiver for elderly parent.)

Acknowledgement of Tier III Status

I acknowledge by signing this memo that I am designated as a Tier III Employee.

I fully understand that I am required to acknowledge my availability to work as assigned, during emergencies, natural disasters or special circumstances. I also understand that I must submit a statement of justification if I am not available to work during such circumstances.

In the event that I fail to do so, I also understand that there may be consequences up to and including indefinite suspension.

Printed Name

Employee Signature

Employee Number

Date

cc: Department Personnel File

Administration and Regulatory Affairs Department
Laid Off Employee Bypass Justification Form
 (Code of Ordinance 14-142)

| | | | |
|-------------------------|--|---------------------|--|
| Job Title | | PN# | |
| Dept / Division / Org | | Supervisor Name | |
| Supervisor Job Title | | Supervisor Job Code | |
| Division Hiring Manager | | | |

| | |
|---|--|
| Name of Laid Off Employee | |
| Date of Interview | |
| Interviewed By | |
| Who made Decision to Bypass Laid Off Employee | |

List Essential Job Duties of Position

Reason for Bypassing the Laid Off Employee

| | | | |
|--|--|------------------------|--|
| | A current ARA employee will be demoted to fill this position, Section 14-142(1). | | |
| | Employee Name | Current Classification | |
| | An ARA laid off employee has been selected to fill the position, Section 14-142(2). | | |
| | ARA Laid Off Employee Name | | |
| | Another laid off employee has the required education or training for this position, Section 14-142(3). | | |
| | Qualified Laid Off Employee Name | | |
| | Special education or training required (Section 14-142(3)b.a.) | | |
| | Effects on service or quality if retraining the bypassed laid off employee (Section 14-142(3)b.b.) | | |
| | The bypassed laid off employee is not physically capable of performing the duties, Section 14-142(4). | | |
| | The job duties required of the classification that cannot be performed by the bypassed laid off employee | | |
| | Physical Examination Report attached. | | |
| | Memo attached for more justification if not for above reason. | | |

Division Hiring Manager

Director's Approval

Signature

Date

Signature

Date

SAMPLE GRADING MATRIX

| Applicant Name | Current Job Title | Degree | Yrs. Related Experience | Last EPE Score | Prev 12 mo. Attendance | Software and Mainframe | Preferences | Total Points |
|----------------|-------------------|---------|-------------------------|----------------|------------------------|------------------------|-------------|--------------|
| 1 Jane Doe | Analyst | BA | 21 yrs | 4.42 | 1 sick day | Excel, Lotus, Word | SAP, CPA | 19 |
| 2 John Smith | Analyst | BA | 16 yrs | 3.90 | 3 sick days | Excel | SAP | 13 |
| 3 Mickey Mouse | Manager | MA | 5 yrs | 4.13 | 0 sick days | Powerpoint, Access | None | 13 |
| 4 Donald Duck | Admin Asst | Diploma | 13 yrs | 3.20 | 5 sick days | Word | None | 7 |
| 5 Bugs Bunny | Exec Office Asst | Assoc | 8 yrs | None | 8 sick days | Excel | CPA | 6 |

Point System

Degree: MA-4, BA - 3, AS - 2, HS Diploma -1

Yrs Experience: 21-25 yrs - 4, 16-20 yrs - 3, 11-15 yrs - 2, 5-10 yrs -1

EPE: Outstanding - 3, Strong - 2, Effective - 1

Attendance: 0-2 sick days - 4, 3-5 sick days - 3, 5-6 sick days - 2, 6-8 sick days - 1

Software: 1 point for each program

Preferences: 1 point for each Preference

DEPARTMENT HR PROCESS

