

## ORDINANCE NO. 1911

AN ORDINANCE AMENDING ORDINANCE NO. 1614 AND ADOPTING REVISED RULES AND REGULATIONS PERTAINING TO STAFFING: EMPLOYMENT, RECRUITMENT AND SELECTION PROCESS GOVERNING THE OPERATIONS OF THE CIVIL SERVICE SYSTEM FOR THE EMPLOYEES OF THE CITY OF TALLADEGA PURSUANT TO ALABAMA ACT #2004-436, AND IN NO OTHER PARTICULARS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TALLADEGA, ALABAMA, AS FOLLOWS:

**SECTION 1.** That Ordinance #1614 adopted by the City Council that established Personnel Rules and Regulations pursuant to State Act #2004-436 and provided for a City of Talladega Personnel Systems Manual is hereby amended by deleting the following language from STAFFING, 2. Employment, Recruitment and Process:

2. Employment, Recruitment and Selection Process. A personnel request form shall be forwarded to the City Manager for authorization to fill any position. Upon such authorization, a current register will be obtained from Human Resources, if available, and if not, recruitment shall be initiated. No employment process shall be initiated until such authorization is obtained.

All position vacancies shall be posted within each department of the City to allow qualified current employees promotional opportunities. In order to ensure Equal Employment Opportunity in the Classified Service to all qualified applicants, active recruitment shall be accomplished among the general public by publishing the examination notice in the local newspaper. Persons desiring appointment to the Classified Service may file applications with the City and, from time to time, the City will prepare announcements scheduling examinations for classified positions in the City Service. All qualified applicants are required to take an initial written examination for the purpose of placing that individual properly on a register for each position. To allow for advancements, current City employees who apply for vacant positions are eligible for additional points on their examination score. Full-time Classified Employees shall accrue one (1) point per year of service within the department in which the vacancy exists. Part-time Classified Employees shall accrue one-half (1/2) point per year of service within the department in which the vacancy exists.

Recommendation of three persons selected as desirable to fill the position will be made by the department head in writing to the City Manager based on the qualifications and knowledge required for the job and at all times insuring equal opportunity to all applicants. Before hiring the selected applicant, a drug test will be conducted by the City.

**SECTION 2.** That the City of Talladega Personnel Systems Manual, STAFFING, 2. Employment, Recruitment and Process of the Personnel Rules and Regulations Employee Handbook shall be revised to read as follows:

2. Employment, Recruitment and Selection Process. Upon the occurrence of a vacancy of a position in the classified service or upon the creation of a new position in the Classified Service a personnel request form shall be forwarded by the Human Resources Director to the Appointing Authority for authorization to fill any position. Upon such authorization, a current register will be obtained from Human Resources, if available, and if not, recruitment shall be initiated. No employment process shall be initiated until such authorization is obtained.

Upon written request of the Department Head of the department wherein the vacancy exists, all position vacancies shall be posted only within each department of the City for a period of two (2) weeks to allow qualified current employees promotional opportunities. In the event that following said two (2) week period it is determined by the Appointing Authority that there are not a sufficient number of qualified applicants and in order to ensure Equal Employment Opportunity in the Classified Service to all qualified applicants, active recruitment shall be accomplished among the general public by publishing the examination notice in the local newspaper for a sufficient period of time to create a pool of qualified applicants, said publication time to be not less than two (2) weeks. Persons desiring appointment to the Classified Service may file applications with the Human Resources Department and, from time to time, the Human Resources Department will prepare announcements scheduling examinations for qualified applicants for positions in the Classified Service. All qualified applicants are required to take an initial written examination for the purpose of placing that individual properly on a register for each vacant or new position in the Classified Service.

The Department Head of the department wherein the vacancy exists may recommend in writing to the Appointing Authority an applicant from among the qualified applicants who rank in the five (5) highest scores on the appropriate eligible register to fill the position based on the qualifications and knowledge required for the job and

at all times ensuring equal opportunity to all applicants, but the recommendation will not be binding on the Appointing Authority. Before hiring the selected applicant, a drug test will be conducted by the Human Resources Department.

**SECTION 3.** If any section or provision of this ordinance, including, but not limited to the provision of the City of Talladega Personnel Systems Manual, be declared invalid or unconstitutional by a judgment or decree of a court of competent jurisdiction, such judgment or decree shall not affect the remaining sections or provisions of this ordinance, which shall remain in full force and effect.

**SECTION 4:** Except as herein amended, said Ordinance No. 1614, as AMENDED by Ordinances heretofore adopted, shall remain in full force and effect.

**SECTION 5.** This ordinance shall take effect immediately upon its passage and publication, as provided by law.

Adopted and approved on this 15<sup>th</sup> day of August, 2022.

Council President Horace Patterson

Council Member Vickey Hall

Councilman Joe Power

Council Member Betty Spratlin

City Manager Seddrick Hill

Attested to: Joanna Medlen, City Clerk