

Job Posting Guideline

The following are questions to consider when deciding if a position will be posted or a career path promotion will be used.

1. Is there a recognized need for the new skill requirement and is the position identified and approved in your budget?

Yes: Continue to item 2.

No: Obtain City Manager approval

2. Will a requisition be completed resulting in additional or replacement headcount?

Yes: Post

No: Career Path Promotion

3. Are employees in Career Path qualified for Career Path promotion?

Yes: Post or Career Path Promotion

No: Post

4. Does an employee identified for a Career Path promotion meet the following:

- a. Current Performance review 3.0 or higher
- b. Required Education
- c. Required Work experience
- d. Job specific skills
- e. Certifications and licenses
- f. Supervisory experience, if required

Yes: Post or Career Path Promotion

No: Post