

INTRODUCED: June 12, 2017

AN ORDINANCE No. 2017-122

To amend and reordain City Code § 2-1182, concerning the advertisement of unclassified job vacancies, for the purpose of aligning printed job advertisements with the City's electronic application and recruitment process.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JUNE 26 2017 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 2-1182 of the Code of the City of Richmond (2015) be and is hereby **amended** and reordained as follows:

**Sec. 2-1182. Advertisement of job vacancies in unclassified service.**

Unless otherwise authorized by the Council's Organizational Development Committee, all vacancies for positions of employment in the unclassified service, other than temporary or acting positions, shall be advertised in at least one newspaper of general circulation, may be advertised in professional journals and other publications when appropriate, and shall be posted

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    JUNE 26 2017    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

internally for the information of all City employees. Each advertisement and posting shall ~~include~~ direct potential applicants to the location on the City's website at which they can view the minimum qualifications required and the time, place, and manner for making application; and each shall denote that the City is "an equal opportunity employer."

§ 2. This ordinance shall be in force and effect upon adoption.



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

Received  
MAY 19 2017  
4-6567  
Office of the  
Chief Administrative Officer

**O&R REQUEST**

**DATE:** May 5, 2017 **EDITION:** 1  
**TO:** The Honorable Members of City Council  
**THROUGH:** The Honorable Levar M. Stoney, Mayor  
**THROUGH:** Selena Cuffee-Glenn, Chief Administrative Officer  
**THROUGH:** Lenora G. Reid, Deputy Chief Administrative Officer  
**FROM:** Korita Brown Jones, Interim Director of Human Resources  
**RE:** Amendments to the City Code concerning the advertisement of job vacancies.

*Handwritten signatures and initials: LMS, SCG, LGR, KBJ*

**RECEIVED**  
MAY 31 2017  
OFFICE OF CITY ATTORNEY

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To amend Section 2-1182 of the City Code concerning the advertisement of unclassified job vacancies to align printed job advertisements with the City's current job advertisement and recruitment practice.

**REASON:** To align the City Code concerning the advertisement of job vacancies with the current recruitment process and to reduce the City's job advertising costs.

**RECOMMENDATION:** The City's Administration supports adoption of this ordinance.

**BACKGROUND:** In June 2007, the City of Richmond moved from the use of paper applications to an online application process. This process was changed in order to migrate the City to a totally electronic application and recruitment process. The Department of Human Resources is proposing that the City continue with the printed advertisement as a method of reaching all interested applicants but eliminate the Code requirement of listing the specifics of each vacant unclassified position in the printed advertisement. Already, the specifics for classified positions appear on the City's website but not in the printed advertisement. This Code change will conform the requirements for unclassified positions with those for classified positions and allow the City move to a generic advertisement that can be run regularly at a reduced cost as the new advertisement would essentially direct applicants to the City's website to apply for vacancies, which is how interested parties are currently required to apply for City vacancies. The new Code section shall read:

**Sec. 2-1182. Advertisement of job vacancies in unclassified service.**

Unless otherwise authorized by the Council's Organizational Development Committee, all vacancies for positions of employment in the unclassified service, other than temporary or acting positions, shall be advertised in at least one newspaper of general circulation, may be advertised in professional journals and other publications when appropriate, and shall be posted internally for the information of all City employees. Each advertisement and posting shall ~~include~~ direct potential applicants to the location on the City's website at which they can view the minimum qualifications required and the time, place, and manner for making application; and each shall denote that the City is "an equal opportunity employer."

**FISCAL IMPACT / COST:** Savings is approximately \$72,000 in the first year.

**FISCAL IMPLICATIONS:** None.

**BUDGET AMENDMENT NECESSARY:** No.

**REVENUE TO CITY:**

**DESIRED EFFECTIVE DATE:** Upon adoption.

**REQUESTED INTRODUCTION DATE:** June 12, 2017.

**CITY COUNCIL PUBLIC HEARING DATE:** June 26, 2017.

**REQUESTED AGENDA:** Consent.

**RECOMMENDED COUNCIL COMMITTEE:** Governmental Operations.

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A.

**AFFECTED AGENCIES:** N/A.

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A.

**ATTACHMENTS:** N/A

**STAFF:** Korita B. Jones, Interim Director of Human Resources.