



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	904
Responsible Department	Human Resources
Established/Effective Date	October 1, 2023
Latest Revision Date	October 1, 2023
Next Review & Reauthorization Date	October 1, 2025

SUBJECT: Recruitment Request Forms and Personnel Requisitions

- 1. Purpose:** To establish policies and procedures for processing and approval of Recruitment Request Forms and Requisitions involving recruitment and appointment for budgeted position vacancies.
- 2. Authority:** Huntington Beach City Charter, Section 401 and City of Huntington Beach, Personnel Rules 5, 6 and 15.
- 3. Applicability:** All departments and employees of the City of Huntington Beach.
- 4. Definitions:**
 - 4.1 Recruitment Request Form** This is an electronic form which is initiated by the hiring department requesting authorization to conduct a recruitment for a specific classification. If there is a budgeted position vacancy, the form requires approval of the Department Director and Human Resources. If the hiring department is requesting a position exchange or overfill, the form requires approval of the Department Director, the City Manager, the Finance Department and Human Resources.
 - 4.2 Personnel Requisition** This is an electronic form created within the applicant tracking system, Online Hiring Center (OHC) by Department Liaisons after the Recruitment Request Form has been approved or to fill a vacancy for a position in which an active eligible list already exists. The Personnel Requisition requires the approval of the Director of Human Resources.
- 5. Policy:** The Recruitment Request Form and Personnel Requisition Form are used to facilitate the recruitment and appointment process and shall have all required approvals prior to the implementation of the proposed action.
- 6. Responsibilities:**
 - 6.1 Department:** The department initiating the Recruitment Request Form and Personnel Requisition shall be responsible for providing reasons and justifications for the proposed action and assure that these actions are in compliance with any applicable requirements.
 - 6.2 Human Resources:** The Director of Human Resources and/or their designee shall evaluate the appropriateness of any proposed action to assure that it is consistent with the classification system and in compliance with wage and salary practices.
 - 6.3 Finance:** For positions not currently funded, the Chief Financial Officer and/or their designee shall indicate on the Recruitment Request Form if funding is available for the proposed action by approving the form.



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7. Procedures:

- 7.1 The requesting department will initiate the Recruitment Request Form and submit to the Department Director for review.
- 7.1.1 Upon approval by the Department Director, the form is routed directly to Human Resources (for funded vacancies) or to the City Manager's Office, the Finance Department, and Human Resources for requests for positions not currently funded (exchanges or overfills).
- 7.1.2 Upon obtaining all required approvals, a copy of the final approved form is routed to the hiring department, to the Finance Department, and to Human Resources.
- 7.2 Following approval of the Recruitment Request Form, the requesting department initiates the electronic Personnel Requisition.
- 7.3 The Director of Human Resources shall indicate on the Personnel Requisition if the request is authorized.
- 7.3.1 If authorized, Human Resources will process the Personnel Requisition.

Distribution:

All employees may access the Administrative Regulations via the SurfNet or City website: www.huntingtonbeachca.gov/AR

Handwritten signature of Theresa St. Peter in blue ink.

Theresa St. Peter
Acting Director of Human Resources

Handwritten signature of Michael Gates in blue ink.

Approved as to Form
Michael Gates, City Attorney

Handwritten signature of Al Zelinka in black ink.

Al Zelinka, City Manager



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Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE