

**CITY OF LINDEN
POLICY
POSTING OF VACANCIES**

The following is the procedure for posting of vacant positions in the City. This policy applies to all Departments.

1. The Department Head, where the vacancy is occurring, must notify the Personnel Committee and the Department's appropriate Councilmatic Committee, copying the Treasurer's Office and the Personnel Division, so the vacancy can be discussed at the next regularly scheduled Personnel Committee meeting.
2. The Chair of the appropriate Councilmatic Committee will confer with the Personnel Committee to determine if a vacancy needs to be filled. If the Committee determines that a need exists, the Committee will then immediately notify the Personnel Division to post the position.
3. Except as specifically authorized by the Personnel Committee, all vacancies shall be posted internally for a two (2) week period. Internal postings are defined as postings issued to all department heads and posted in all City buildings. Internal postings are for current City employees only.
4. If a vacancy is not filled internally, the vacancy will be posted City-wide for a period of up to four (4) weeks as recommended by the Personnel Committee and as may be required by the Civil Service Commission. External postings shall be posted in all City buildings, including the Linden Library with the Director's consent, and placed on all City's website and social media sites. The AAO shall also receive copies of external postings.
5. If a vacancy necessitates the announcement by the Civil Service Commission of an open competitive exam, upon Civil Service announcing the exam, the City shall re-post the vacancy City-wide with information advising that the applicant must file with Civil Service to take the exam.
6. All applications shall only be accepted in the City Clerk's Office during the posting period. Applications and resumes shall not be accepted prior to the vacancy posting or after the closing of the two (2) week posting period.

7. To be considered, an applicant must submit all requested documentation and information contained in the job posting in a sealed envelope. If applying for more than one position, applicant must submit a sealed envelope for each position. Failure to provide all requested documentation and information shall result in the application being returned. Upon receipt of the submission, the Clerk's Office shall stamp the outside of the envelope.
8. Following the closing date of the job announcement, the Clerk's Office shall open the envelope and create a log for the position which shall consist of the name, address, and date of receipt. The Clerk's Office shall share a copy of the log with the appropriate Department Head and the Personnel Division.
9. Applications will be kept on file in the City for a period of six (6) months from the date of the original posting or upon the exhaustion of the list, at which point said applications shall expire. Applications of persons not hired will be destroyed consistent with the State Retention of Records Schedule.
10. The Personnel Division shall be provided the original applications for review of the applications to ensure the minimum requires requested by the City are satisfied. The Personnel Division shall then forward all qualified applications to the Department Head who may select the applicants that will move onto the interview process. The Department Head shall coordinate with the Personnel Division to conduct any internal testing requirements. If the Department Head determines that none of the applicants are acceptable, the Department Head may request that the position be reposted.
11. The Department Head will be responsible for ensuring all applicants are properly interviewed. The Department Head will then be responsible to send their recommendation to the Personnel Committee for its consideration and action.
12. If a vacancy is an entry level position, a hired applicant, either internal or external, shall be considered in his working test period for a period of ninety (90) days.
13. If a vacancy causes an open competitive examination, the City may hire an internal or external applicant provisionally until the Civil Service Commission promulgates a list of eligibles.