

## DEPARTMENT OF LAW HIRING PROCESS

### A. Applicability

1. Covered Positions. The Department of Law Hiring Process shall be used to hire for the following Classes of Positions when vacancies are not filled by internal transfer (provided, however, that the internal transfer of a member of the Department of Law cannot result in a promotion of that individual): (1) Assistant Corporation Counsel, I, II and III (2) Assistant Corporation Counsel – Senior, (3) Assistant Corporation Counsel – Supervisor (4) Special Litigation Counsel, (5) Chief Assistant Corporation Counsel, and (6) Assistant Chief Labor Counsel. This Hiring Process shall also be used to hire into Classes of Positions created for the Department of Law after its effective date.

The Department of Law Hiring Process is not an exhaustive document and cannot contemplate every variation that could occur in hiring. The Department of Law's Hiring Process is intended to provide a framework for Law Department hiring that will survive changes in technology, management practice and law. The principles of this Hiring Process should be construed broadly.

The Law Department may modify this Hiring Process so long as the modifications are not contrary to applicable law. Advanced written notice of any modifications of this Hiring Process shall be given to the Office of Inspector General (OIG) who may comment on the modifications and make written objections. Prior to the effective date of any modification of this Hiring Process, the Commissioner of the Department of Human Resources (DHR) shall give thirty (30) days public notice in one or more newspapers of general circulation. Such public notice shall include information concerning where the rules can be reviewed and where comments may be directed. The City will also post on its publicly available internet site any modifications to this Hiring Process.

Capitalized terms not herein otherwise defined shall have the definitions set forth in the City Hiring Plan.

2. Class Specifications and Minimum Qualifications. The above-specified Classes of Positions shall have Class Specifications, which will include minimum qualifications, on file with DHR.

### B. General Process

1. Notice of Job Opportunity. The Department of Law will post Notices of Job Opportunities on the Department of Law's website for at least seven (7) calendar days. In addition, the Department of Law may, at its

discretion, post Notices of Job Opportunities through other means in order to increase the number of Candidates applying for Positions.

2. Screening. The Department of Law shall review all applications to identify those Candidates who meet the predefined minimum qualifications for the Position. Those Candidates who meet the predefined minimum qualifications will be screened by the hiring manager (or his or her designee) to determine which Candidates should be afforded an opportunity to interview. The hiring manager (or his or her designee) must articulate in writing the reason(s) for choosing to interview a Candidate for the position of Assistant Corporation Counsel I, II or III who meets the minimum qualifications.
3. Interview Selection. In the sole discretion of the Department of Law, the Department of Law shall schedule and conduct interviews for the Position for those Candidates, if any, who complete the Application process, meet the minimum qualifications for the Position, and have been determined by the hiring manager (or his or her designee) that they should be afforded an opportunity to interview. The Department of Law need not wait for the expiration for the applicable posting period before initiating interviews. The Department of Law shall forward to DHR and OIG the Monitor/Hiring Oversight Notification Form for those Candidates who will be offered an interview at least four (4) business days before the first interview.
4. Rejection of All Referrals by Department. The Department of Law may reject all Applications with or without conducting interviews. The Department of Law must submit a justification for the decision to reject all Applications to the DHR Commissioner, who shall promptly provide the justification to OIG Hiring Oversight. If all Applications are rejected by the Department of Law, the Department of Law shall post the Notice of Job Opportunity again.
5. Interviews; Number of Candidates. Subject to the presence of enough Candidates meeting the minimum qualifications, the Department of Law shall interview at least one more Candidate than open Positions for three or fewer openings, two more Candidates than open Positions for four or five openings and three more Candidates than open Positions for greater than five openings.
6. Interviews; Number of Interviewers. Every Candidate selected for an interview must be interviewed by at least two interviewers who are familiar with the Position's requirements. Applicants for the same Position shall be asked the same core interview questions. Follow-up questions are permitted as long as they relate to previous questions asked to draw out more detailed information from the Candidate. If necessary, a

second round of interviews may be conducted. Interviewers for any second round interviews must be familiar with the Position's requirements and shall be different individuals than the first round interviewers. The Department of Law shall forward to DHR and OIG the names of Candidates and interviewers at least four (4) days before the first scheduled interview.

7. Assessment Forms. Any member of the Department of Law who interviews a Candidate for a Position in the Department of Law shall independently and personally complete an assessment form for the Candidate immediately following the interview. Assessment forms shall not be altered or revised once completed. The assessment form shall be accompanied by a Hire Certification Form signed by the interviewer. All assessment forms, additional notes, documents, written justifications, and Hire Certification Forms shall be made part of the Hiring File and provided to OIG Hiring Oversight upon request.
8. Selection. The hiring manager shall collect the assessment forms and documents submitted by the Candidates and forward the materials to the Corporation Counsel, who shall make a selection. The Corporation Counsel may solicit the recommendation of the Hiring Manager, if desired. The Corporation Counsel may choose to reject all of the Candidates submitted for consideration pursuant to paragraph 4, above.
9. Hire Certification Forms. Every person who participated in the hiring process shall execute a Hire Certification Form. The successful Candidate(s) shall also execute a Hire Certification Form.
10. Interview by Corporation Counsel. Prior to extending an offer of employment, the Corporation Counsel may (if he or she has not done so already) interview the selected Candidate.
11. Justification Letter. Prior to extending an offer of employment, the Corporation Counsel shall review all of the assessment forms prepared by the interviewers, prepare in writing the reasons for selecting the successful Candidate(s) ("Reasons for Hire") and complete and sign a Hire Certification Form. In addition to explaining the rationale for selecting a Candidate, the justification letter shall detail how the selected Candidate's qualifications and/or experience meets the Screening and Hiring Criteria for the Position.
12. Non-Political Actions. Political Reasons or Factors or other Improper Considerations may not be considered at any point during the screening, selection or interview process.

13. Pre-Qualified Lists. The Corporation Counsel shall review all of the assessment forms prepared by the interviewers. All Candidates determined to be suitable for hire, but not selected may be included on the Pre-Qualified List.. The Department of Law will maintain this list of Pre-Qualified Candidates and it shall be made part of the Hiring File. Pre-Qualified Candidates may be extended offers of employment, at the discretion of the Corporation Counsel, for additional vacancies with the same minimum qualifications that occur within one year from the closing date of the initial posting.