

Santa Rosa



City of Santa Rosa

- CITY OF SANTA ROSA HIRING PRACTICES

- CITY OF SANTA ROSA ADA TRANSITION

- PLANNING COMMITTEE





Santa Rosa's Hiring Process

- Introduction
- Outreach
- Applications
- Application Screening
- Written Tests
- Interviews
- Accommodation Requests
- Background Checks
- Pre-Employment Physicals



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- Community Mailing List
- Press Democrat
- City Web Site
- Human Resources Office
- Job Interest Cards
- Job Specific Recruiting
 - General Sources: Craig's List, BAJobs.com
 - Profession Specific: Engineering sites, Planning sites, etc



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Community Mailing List

- Becoming Independent
- Community Resources for Independence
- Employment Development Department
- Earl Baum Center
- North Bay Regional Center
- Redwood Empire Industries
- SRJC – EOPS
- Sonoma County PIC
- SSU – Disability Resource Center



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Applications

There are 3 different types of applications you can choose to use:

- Paper
- PDF
- Electronic





Applications

Ways to get an application

- Download a PDF version from our web site
- Request an application by phone
 - During business hours, 543-3060 voice, 543-3063 TDD
 - 24 hour job hotline 543-3076
- Visit our office – 100 Santa Rosa Ave. Rm 1
- Write
- Apply electronically at www.srcity.org



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Selection

Our selection process will include some or all of the following:

- Application screening
- Written Tests
- Oral Interviews
- Background Checks
- Pre-Employment Physicals



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Application Screening

The Employment Application

- Do a thorough job
- Do a neat job
- Attach a resume if you have one, but don't let it be a substitute for filling out the employment history
- Be sure to give 10 years of employment history and account for any gaps in your history
- Give complete information about each position held
- Remember to sign your name



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The logo for the City of Santa Rosa, featuring a stylized black and white graphic of a rose or a similar floral shape.



Application Screening

The Supplemental Questionnaire (if required)

- Answer each question thoroughly and separately
- Do not cut corners or consolidate answers
- Do not assume the screener will "read into your answers"
- Give as many details as you can
- Remember to sign your name



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Written Tests

Typical for entry-level jobs

- Test job related knowledge
- Invitations sent out 10 to 14 days in advance
- Multiple choice format
- Usually a time limit
- Takes 2 to 3 hours to administer
- Test materials provided by the City



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Every job will have an interview

- Identify job related experience, training and knowledge
- Invitations sent out 10 to 14 days in advance
- Structured question format
- Usually 3 person panel
- Normally lasts 20 to 30 minutes



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Accommodation Requests

Requesting Accommodations in Testing

- Contact information on web site and job announcements
- Ask for documentation of need for accommodation
- Work with applicant, professional to determine best, appropriate accommodation



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The logo for the City of Santa Rosa is a stylized black and white graphic. It features a large, swirling, spiral-like shape at the top, which transitions into a wavy, ribbon-like shape that curves downwards and to the right. The entire graphic is set against a solid black background.



Background Checks

A background check is performed before conditional job offers are made

- Previous supervisors
- Court record check
- Criminal history check
- DMV check if driving required
- SSN verification
- Address verification



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Pre-Employment Physical

After a conditional job offer is made, there is a pre-employment physical

- Job related physical requirements
- Conducted at Kaiser Occupational Health
- If there is a physical condition that affects the ability to perform the job, the interactive process is initiated to determine if there is a reasonable accommodation

The logo for the City of Santa Rosa is a stylized black and white graphic. It features a white spiral shape at the top, a white winding path or river at the bottom, and a black rectangular background behind the path.

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