

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> <b>HIRING PROCEDURES FOR RECREATION AND INSTRUCTOR POSITIONS</b>	<u>Regulation No:</u> 2.3	<u>Effective Date:</u> June 1, 2012
	Supersedes: May 29, 2008	

**I. PURPOSE**

The purpose of this regulation is to establish the procedures to be followed when hiring any individual who will be working for or with all the programs sponsored by the Vienna Parks and Recreation Department. As many of these are positions of trust that are responsible for the health, safety and welfare of the program participants, they may be deemed to be safety sensitive. Upon such a designation and after receipt of a conditional offer of employment, certain employment candidates can be required to successfully complete criminal investigations as established by the Town of Vienna.

**II. APPLICABILITY**

A. The following positions have been identified as safety sensitive position and as a condition of employment require the successful completion of a Criminal History Record/Sex Offender and Crimes Against Minors Registry Search (Form SP 230) or other criminal history check as deemed necessary.

1. Community Center Building Staff
2. Children’s Class Instructors
3. Camp Staff
4. Teen Center Staff

**III. PROCESS**

A. The hiring process begins with the applicable department completing the online position requisition in NeoGov. For those positions not currently in the NeoGov system, the department will submit to the Administrative Services Department a draft job description. Administrative Services is then responsible for processing and posting the new job description online.

B. All job announcements are posted on the Town’s online employment application center through NeoGov. This announcement shall contain a brief statement of the type of position, salary range, and the general qualifications required of the applicants.

1. An email is sent to all Town employees with a link to the job announcement and advertisements are placed in appropriate media sources.

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2. With the activation of the online job announcement, all candidates in the NeoGov system who have completed an applicable job interested card are automatically notified of the opening and then have the opportunity to apply for that position.
- C. All employment applications for active openings are submitted through the Town's online employment application center via NeoGov. Individuals proposing new classes or activities may submit paper applications or resumes directly to the appropriate Recreation staff employee.
- D. Applications received as a result of the internal and external public announcements will be reviewed and then forwarded to the appropriate Community Center personnel and/or subject matter experts.
  1. Individuals who do not meet the minimum standards and requirements of the job will be rejected and their applications returned to the Administrative Services Office. Each candidate will be notified of such.
  2. Those deemed to be best qualified will be interviewed by the supervisor of the position.
    - a. Interview review sheets will be completed by each person who completes this process.
    - b. Interviewers may inquire about the candidate's ability to perform the essential functions of the job. It may be asked what, if any, reasonable accommodation will need to be made in order for the person to perform the essential functions of the job.
- E. Upon conclusion of the interviews, the applications and interview review sheets are returned to the Administrative Services Office. The interviewer indicates the top candidate and denotes the level of preference for the remaining ones.
- F. The Administrative Services Office verifies the past employment history and references of the preferred individual.
- G. For positions that require the completion of Form SP 230, if selected, the candidate will then be requested post-employment offer, to sign the criminal history compliance statement and release of personal information form and complete other necessary forms and documents.

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1. The candidate will complete Form SP 230.
2. The forms will then be submitted to Administrative Services for processing.
3. A negative tuberculosis test will be required for positions working directly with children.

H. A final offer of employment may then be made to the applicant when all conditions of employment have been met.

**IV. APPLICABLE DOCUMENTS**

1. Criminal History Compliance Statement (AS 2.3-1)
2. Questions Not To Ask (AS 2.3-2)
3. Effective and Lawful Interview Questions (AS 2.3-3)
4. Open End Questions (AS 2.3-4)
5. Conditional Offer of Probationary Employment (AS 2.3-5)

<i>Signature of Town Manager:</i>	<i>Date:</i>
	June 1, 2012