



HRD | HUMAN
RESOURCES
DEPARTMENT



Municipal Civil Service Contingent Hiring Pilot

July 14, 2025

Purpose



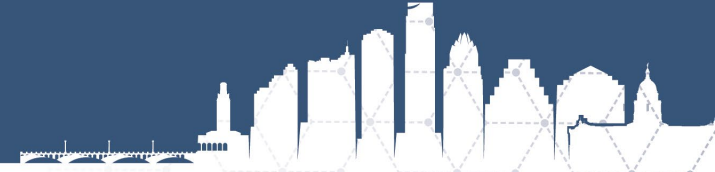
- The Municipal Civil Service Commission recommended that the City Council approve a 12-month pilot to waive the posting requirement for specific positions for Citywide hiring.
- The City Council approved the waiver on November 21, 2024.
- The pilot focuses on positions that require no experience or where substitution for minimum experience is allowed.
- The MCS Commission requested a 6-month check-in after the pilot started on January 1, 2025.

Pilot

- Guidelines were developed stating that all departments are eligible to participate in the pilot if they have titles on the approved list. The process eliminated the posting requirement for those titles.
- Eligible events included in the pilot:
 - City-sponsored job fairs
 - University job events
 - Reentry-initiative programs
 - Community job events
- City-sponsored, community, or public events where contingent offers are provided are advertised to allow current employees and temporary employees the ability to participate.



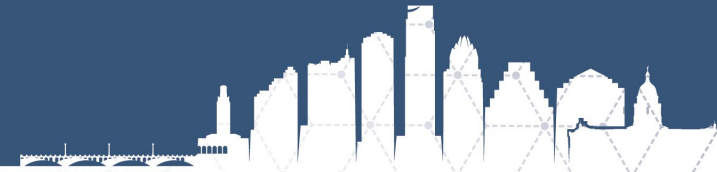
Pilot



- All candidates for vacant positions must complete an interview process where they are:
 - Evaluated for Merit and Fitness
 - Merit: Demonstrated education, training, experience, performance, knowledge, skills, ability, licenses, or certifications.
 - Fitness: Physical and/or mental ability to do a job with or without accommodation.
 - Screened to meet minimum & preferred qualifications
 - Contingent offer is made
 - Complete any assessments required for the position.
 - Successfully pass any required background checks.
 - Submit an application



Pilot Successes



- Austin's 14th Annual Career Expo
 - Wednesday, April 2, 2025, Palmer Events Center
 - 41 vacant positions were available
 - 108 interviews conducted
 - 40 contingent offers made
- Other Various Events
 - 26 interviews conducted
 - 9 contingent offers made



Questions?

