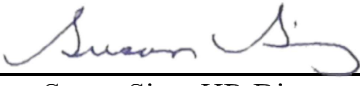


Effective: January 1, 2025 Approved by:  Date: 12/26/2024  
Susan Sinz, HR Director



## **PURPOSE**

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This pilot program will last twelve months and waive the posting requirement for hiring certain Citywide positions. It focuses on roles that require no experience or those where substitutions for minimum experience are allowed. The list of positions included in this pilot is in Attachment A.

The program will be implemented at various qualifying events, including City, Community, and University Job Fairs, commercial driver license school graduations, reentry-initiative programs, and other talent acquisition efforts aimed at attracting new talent. Events, where contingent offers can be extended, will be advertised through City newsletters to ensure internal job seekers are aware and able to participate.

All job seekers for open positions will participate in a modified interview process, during which they will be assessed on merit and fitness, as well as screened to verify they meet both the minimum and preferred qualifications. After a contingent offer is issued, successful individuals will then complete an application for the position. Job seekers will be required to complete any necessary assessments and, where appropriate, successfully pass background checks.

## **GUIDELINES**

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All departments are eligible to participate in this pilot program if they have titles included on the approved list. This process eliminates the posting requirement, as approved by the City Council on November 21, 2024, [Item 60](#). However, the procedures below must still be adhered to in accordance with the Municipal Civil Service rules.

### **Eligible Events**

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Only events designed to recruit new talent may be used for this process. Examples include:

- City-sponsored job fairs
- University job events
- Reentry-initiative programs
- Community job events

Once an event has been identified, it must be submitted to [HRDCommunications@austintexas.gov](mailto:HRDCommunications@austintexas.gov) to advertise in the Human Resources Department (HRD) and Citywide weekly newsletters. The same information should be shared in any department focused newsletters. All City-sponsored, community, or public events where contingent offers will be provided must be advertised to allow current employees and temporary employees the ability to participate.

## Event Preparation

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Departments participating in an event where they are recruiting new talent must pre-identify positions on Attachment A in their department that are vacant. Prior to the event, the Hiring Manager should work with their department's Human Resources (HR) staff to discuss the following:

### Pre-Event

1. Identify target Job Title(s) and PCNs to be filled.
2. Assign roles and responsibilities to department HR to manage/facilitate interviews.
3. Establish a screening matrix with pre-determined criteria for job seekers, including the minimum qualifications and preferred qualifications.
4. Develop a list of interview questions to be asked
  - a. Relevant Experience Question,
  - b. Preferred Qualification Question,
  - c. 3 – 5 Competency Questions.
5. Department HR must format questions in the Interview Questionnaire format to be used for interviews based on the position.
6. Department HR will create and have copies of Interview Questionnaires, scoring matrices, top candidate selection summaries, and zone determination forms.
7. Department HR will create a contingent job offer letter that contains the job seeker's name, address, start date, and salary. This will be customized and completed at the conclusion of the event.
8. Department HR should identify and secure an area to conduct interviews.

### During Events

1. Job seekers will bring a resume for screening and identify the job title that they wish to be considered for.
2. Department HR staff will screen job seekers for minimum and preferred qualifications using the pre-determined screening matrix and identify candidates they wish to interview.
3. Confirm that the job seeker can work the schedule and location.
4. Department HR staff at the event will schedule a time to interview the job seeker using pre-determined questions.
5. Using the pre-determined questions, an interview should be conducted.

### Post Event

1. Department Hiring Managers or HR staff will contact candidate(s) with a contingent offer(s).
2. Department HR must ensure job seekers complete a City of Austin employment application.
3. Department HR initiates any post-offer checks, like reference checks, background checks, employment and education verification, or assessments needed.

## Contingent Offers

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At the conclusion of the hiring event, Department HR is responsible for the following:

1. Presenting to candidates a contingent offer letter outlining employment terms and conditions, including salary, benefits, start date, and any contingencies.
2. Explaining the contingencies that must be completed before hiring – background check, alcohol or drug testing, references, education verification, etc. Clearly communicate the timeline for completion.
3. Explaining the establishing base pay process, benefits, or other items.

## RESPONSIBILITIES

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### Department Director

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- Supports department recruitment efforts to fill positions on the pilot list.
- Supports filling open positions as quickly as possible with candidates who meet the merit and fitness for the position.

### Department HR Staff

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- Works with Hiring Managers to identify positions appropriate to offer contingent offers at events that recruit new talent.
- Determines with Hiring Managers who will participate in and facilitate onsite interviews.
- Develops a screening matrix with pre-determined criteria for job seekers.
- Develops interview questions to include questions regarding minimum qualifications, preferred qualifications, and competency questions.
- Develops a contingent offer letter to be used at the event.
- Identifies a place to conduct interviews at the event.
- Reviews the resume or other information provided to determine whether the job seeker meets minimum qualifications.
- Interviews job seeker at the event.
- Ensures a City of Austin employment application is completed.
- Completes any post-offer checks.
- Must provide the HRD Talent Acquisition team with a summary of the event within two weeks, including the number of interviews conducted, the number of contingent offers made, and the number of new employees who started using this process.

### Hiring Managers

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- Identifies positions (on Attachment A) where contingent offers could be used at events that recruit new talent.
- Works with Department HR staff on who will participate and conduct onsite interviews.
- Onboards candidates to complete the hiring process.
- Establishes start date for the candidate.

### Human Resources Department

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- Provides resources as needed.
- Ensures City-sponsored events have the space and resources needed to complete onsite interviews to support the contingent offer process.
- Provides updates to the Municipal Civil Service Commission after 6 months of operating under the pilot program with program information.

### All Parties

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- Ensures compliance with all relevant federal, state, and local employment laws and regulations.
- Promotes inclusive and diverse hiring practices.
- Maintains confidentiality of candidate information and does not engage in discussion of sensitive topics with unauthorized individuals.
- Conducts interviews professionally and ethically throughout the recruitment process.
- Maintains regular communication with candidates, whether they are selected or not.
- Handles candidate data responsibly and securely.

By following these guidelines, we can ensure a fair, efficient, and compliant hiring process when extending contingent job offers.

Dept.	Title	Min Education Requirement	Min Experience	Code	Pay Grade
Multi	Accountant I	Bachelor's with major course work in a field related to the job	0	19497	16
Multi	Accounting Associate I	High school or equivalent; substitutions allowed	2	19484	7
Multi	Administrative Assistant	High school or equivalent; substitutions allowed	3	11181	7
AE	AE Utility Chemist I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	11377	13
Aviation	Airport Access Control Tech	High school or equivalent	2	10462	10
Aviation	Airport Agent	Associate Degree, substitutions allowed	2	10446	10
Aviation	Airport Facility Representative	High school or equivalent; substitutions allowed	2	10224	8
Aviation	Guest Services Specialist	High school or equivalent	2	10242	10
Aviation	Airport Operations Communications Specialist	High school or equivalent	3	18655	13
Aviation	Airport Operations Specialist	Bachelor's with major course work in a field related to the job, substitutions allowed	0	10405	14
Multi	Architect	Bachelor's with major course work in a field related to the job	3	10640	21
ARR	ARR Associate	None	0.5	18188	7
ARR	ARR Operator Trainee	None	1	10188	8
OCA	Auditor I	Bachelor's with major course work in a field related to the job	0	11036	n/a
APH	Breastfeeding Peer Counselor	High school or equivalent	0.5	11630	7
Multi	Budget Analyst I	Bachelor's with major course work in a field related to the job	0	10220	17
Multi	Building & Grounds Assistant	None	1	10134	7
SMBR	Business Development Counselor I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	19490	13
BSD	Carpenter	High school or equivalent; substitutions allowed	2	11325	8
Multi	Cashier I	High school or equivalent	0	14083	7
APH	Community Health Worker I	High school or equivalent	1	10203	7
APH	Community Worker	High school or equivalent	1	11765	7
Multi	Contract Management Specialist I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	19489	11
PARD	Culture & Arts Instructor	Associate Degree, substitutions allowed	1	12276	7
Multi	Customer Service Representative	High school or equivalent	2	12340	10
Multi	Customer Svc Assoc	High school or equivalent	1	16580	7
APH	Disease Surveillance Specialist	Bachelor's with major course work in a field related to the job	1	13001	9
AE	Distribution Electrician Helper	High school or equivalent	0	12974	11
Multi	Drainage Operations & Maintenance Assistant	None	0.5	13083	8
Multi	Electrician I	High school or equivalent	1	13220	14
AE	EMS/ADMS SCADA Analyst I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	17651	21
Multi	Engineering Associate A	Bachelor's with major course work in a field related to the job, substitutions allowed	0	13530	15
Multi	Engineering Technician A	High school or equivalent; substitutions allowed	1	13590	9
AE	Elec Power Grid (EPG) GIS Analyst I	High school or equivalent; substitutions allowed	1	10326	15
Multi	Equipment Technician I	High school or equivalent; substitutions allowed	2	13755	9
Multi	Facility Svcs Representative	Associate Degree, substitutions allowed	1	16624	7
Multi	Financial Analyst I	Bachelor's with major course work in a field related to the job	0	19485	16
APD	Fingerprint Technician	High school or equivalent	1	13968	7
Fleet	Fleet Equipment Technician I	High school or equivalent	0.5	13715	9
Fleet	Fleet Tire Technician	High school or equivalent; substitutions allowed	0.5	14083	7
PARD	Golf Shop Associate	High school or equivalent; substitutions allowed	0.5	14214	7

Dept.	Title	Min Education Requirement	Min Experience	Code	Pay Grade
Multi	Graduate Engineer - A	Bachelor's with major course work in a field related to the job	0	13495	20
Aviation	Ground Transportation Controller	High school or equivalent	3	18590	8
Multi	Human Resources Assistant	High school or equivalent; substitutions allowed	2	14648	7
Multi	Inventory Control Specialist II	High school or equivalent; substitutions allowed	3	19483	8
Multi	Inventory Planner I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	19494	14
CTM	IT Application Analyst	Bachelor's with major course work in a field related to the job, substitutions allowed	0	12243	19
CTM	IT Business Systems Analyst	Bachelor's with major course work in a field related to the job, substitutions allowed	0	11251	19
CTM	IT Geospatial Analyst	2 years of education related to the job, substitutions allowed	0	14929	15
CTM	IT Geospatial Technician	1 years of education related to the job, substitutions allowed	0	14938	12
CTM	IT Support Specialist	2 years of education related to the job, substitutions allowed	0	11241	14
APL	Landscape Technician	High school or equivalent	3	15015	9
APD	Law Enf Records Spec	High school or equivalent	5	10156	10
APL	Library Associate	Associate Degree, substitutions allowed	1	15140	7
APL	Library Security Specialist	High school or equivalent	1	10278	9
PARD	Lifeguard I	High school or equivalent; substitutions allowed	1	10274	7
Multi	Mail Services Clerk	High school or equivalent	1	19497	7
Multi	Maintenance Worker II	High school or equivalent; substitutions allowed	2	15235	8
APH	Medical Assistant	High school or equivalent	0	15165	7
AE	Meter Electrician I	High school or equivalent	1	15635	15
AE	Meter Service Rep	High school or equivalent	1	15665	10
PARD	Park Construction Worker	None	1	16529	8
PARD	Park Ranger I	High school or equivalent	1	16545	7
PARD	Parks Grounds Assistant	None	1	16609	7
APH	Patient Representative	Associate Degree, substitutions allowed	2	16648	7
APH	Phlebotomist	High school or equivalent	0.5	16760	7
AWU	Pipeline Technician Worker, AW	High school or equivalent	0	19422	7
Multi	Planner I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	16915	13
Multi	Plans Examiner A	Bachelor's with major course work in a field related to the job, substitutions allowed	1	19538	15
Multi	Plumber I	High school or equivalent; substitutions allowed	3	16995	12
Multi	Plumber II	High school or equivalent; substitutions allowed	4	17000	14
APD	Police Digital A/V Spec	Associate Degree, substitutions allowed	0	14139	10
AE	Power Control System Tech I	2 years of education related to the job, substitutions allowed	0	17090	16
AE	Power Plant Apprentice	High school or equivalent	0	16370	11
EDD	Program Specialist	Bachelor's with major course work in a field related to the job, substitutions allowed	3	17187	9
APH	Public Health Educator I	Bachelor's with major course work in a field related to the job, substitutions allowed	2	17290	13
APH	Public Health Program Specialist I	Bachelor's with major course work in a field related to the job, substitutions allowed	0	17365	8
APH	Public Health Youth Prgm Spec	Bachelor's with major course work in a field related to the job, substitutions allowed	0	17361	8
AE	Relay Technician I	2 years of education related to the job, substitutions allowed	0	10283	16
BSD	Security Guard	High school or equivalent	1	18100	7
Multi	Shuttle Driver	High school or equivalent	0.5	14653	7
APH	Social Worker	Bachelor's with major course work in a field related to the job	2	18185	15

Dept.	Title	Min Education Requirement	Min Experience	Code	Pay Grade
AE	Substation Electrician Helper	High school or equivalent	0	10268	11
AWU	Treatment Plant Worker, AW	High school or equivalent	0	18830	7
APH	Vital Records Assistant	High school or equivalent	3	17701	7