

Title:	Delegation of Recruitment and Examination	
Purpose:	To provide for delegation of recruitment and examination responsibilities.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes Chapter 76; Revised Charter of the City and County of Honolulu, Chapter 11; Civil Service Rules (CSR), Chapters 3 and 6	

I. POLICY

The Director of Human Resources (Director) may delegate recruitment and examination responsibilities to the appointing authority when it is deemed appropriate. Departments authorized delegation must follow all laws, rules, regulations, policies and procedures applicable to recruitment, examination and certification. The Director may rescind delegation when it is determined that continued delegation is not in the best interest of the City.

II. RESPONSIBILITIES

A. Departments and Agencies

1. Review and update position description before initiating recruitment.
2. Check with Department of Human Resources (DHR) for priority placements, recall, and reemployment applicants.
3. Submit to the Director a detailed plan to conduct recruitment and examination for specific class(es). Upon the Director's review and approval of the plan, the department may proceed with the recruitment.
4. Submit BF 129, Request to Fill/Reallocate eform as appropriate.
5. Conduct the recruitment, examination and certification processes in accordance with CSR, Chapter 3, FILLING POSITIONS IN THE CIVIL SERVICE, and section 6-3, Compensation adjustments upon appointment.
6. Advertise the examination at least once throughout the City and County of Honolulu in a publication designated by the State Comptroller.
7. Distribute announcements of the examination as provided below. A copy of the announcement must also be forwarded to DHR, Employment and Personnel Services Division.
 - a) For open-competitive examinations, distribute copies of the announcement(s) to all departments and agencies as noted on the City distribution list, if applicable.
 - b) For intra-departmental promotional examinations, the department is responsible for distribution within the department. Copies of the announcement must also be forwarded to the appropriate union.

8. Receive applications.
9. Screen applications and determine whether applicants meet minimum qualification requirements.
10. Verify and evaluate education, training and experience.
11. Conduct an examination using accepted personnel examining techniques as verified by the DHR.
12. Notify applicants of test results.
13. Follow certification procedures per CSR, Chapter 3 subsection 4.
14. Prior to appointment, submit request for suitability clearance to DHR for selectees from an open competitive examination. Upon receipt of clearance, proceed with selection process.
15. Schedule pre-employment medical examinations and drug testing.
16. Answer any questions about the recruitment and examination process for delegated recruitments and defend any adverse actions, if challenged or appealed.
17. Submit a new plan for each recruitment for review and approval.

B. Department of Human Resources (DHR)

1. Review and approve plan(s) submitted by the department. DHR may amend and/or modify plans as appropriate prior to approval.
2. Provide advice and guidance to the department on the recruitment, examination and certification process.
3. Provide City announcement distribution lists to the department to assist in outreach.
4. Conduct employment suitability review for selectee and notify department of determination.
5. Audit, at the discretion of the Director, any action taken by the department for compliance with applicable laws, rules regulations policies and procedures as applicable.
6. Assist departments with responses to challenges and appeals, as applicable.
7. Provide training to departments, as necessary.