

**Lower Rio Grande Public Water Works Authority**  
**POLICY #2014-02: Recruitment & Hiring Policy**

**1. JOB DESCRIPTION**

Job descriptions shall be developed prior to any recruitment.

**2. RECRUITMENT AND POSTING PROCEDURE**

Vacancies may be filled in-house from any department by internal posting of the job notice without public advertisement. Positions not filled in-house shall be advertised at least once in a local newspaper, on the LRGPWWA website, and on the New Mexico Workforce Solutions website or any other available source. The notice shall allow at least five (5) working days for receiving applications. Posting may occur simultaneously with advertising. The General Manager may set restrictions on filling vacant positions in consideration of budgetary and other restraints or requirements.

**3. EXCEPTIONS TO POSTING**

Posting may be waived in an emergent situation for temporary hires or when in the best interest of the LRGPWWA with approval of the General Manager and the Board of Directors.

**4. REQUEST FOR VERTICAL TRANSFER**

Any LRGPWWA employee who has completed the probationary period and who is not the subject of disciplinary action may apply for a position vacancy in any LRGPWWA department for which the employee is qualified. Final actions are the discretion of the department Manager and General Manager. Employees who transfer position may serve another probationary period.

**5. PRE-SELECTION PROHIBITED**

In-house and advertised positions shall not be promised to a person prior to recruitment and selection.

**6. APPLICANT RESPONSIBILITY**

**A. SUBMISSION OF APPLICATIONS**

Application for employment shall accepted by designated LRGPWWA Human Resource staff member during normal business hours. Applicants shall be considered for the position for which they have applied and are qualified. Applications must be submitted on the employment application form provided by the LRGPWWA or other form authorized by the LRGPWWA, within the advertised time period. The applicants shall be

provided acknowledgement of submittal by the designated LRGPWWA Human Resource staff member.

**B. PROOF OF QUALIFICATION**

The applicant is responsible for furnishing proof of qualifications or possession of any license, certificate, or degree when these requirements are specified in the job description

**C. IMMIGRATION ACT COMPLIANCE**

The applicant is responsible for furnishing proof of identification and right to work in accordance with the Immigration Reform and Control Act 1986 and any amendments thereto.

**7. SELECTION**

Interviewing and hiring an applicant shall be made in accordance with the LRGPWWA Employee Policy Handbook and based on the following: job-related skills and competencies, educational background, related work-experience, personal interview performance and personal references. The designated LRGPWWA Human Resource staff member, the Department Manager and the General Manager or designee shall serve as an interview committee and shall oversee and conduct the interview process and maintain records of all interviews conducted by the LRGPWWA. The General Manager may reject applicants not meeting the minimum requirement, qualifications or selections not made in compliance with existing hiring practices and procedures.

**A. EMPLOYMENT REFERENCE CHECKS**

Personal references provided by the applicant may be contacted and interviewed. Prior employers shall also be contacted and interviewed.

**B. CONDITIONAL OFFERS OF EMPLOYMENT**

Background checks and drug screens shall be conducted and used as part of the hiring process.

**C. INELIGIBILITY FOR HIRE AND REHIRE**

Applicants shall be considered ineligible for hire or rehire by the LRGPWWA if the applicant has knowingly made any false statement or omission on the employment application; and not met the requirements of the position.

**8. DEVIATIONS FROM POLICY**

Any deviation from the above policy shall be approved by the Board of Directors.