



## Recruitment Policy

### POLICY STATEMENT

At Southern California Association of Governments (SCAG), we are committed to fostering diversity and inclusivity within our workforce, ensuring that our hiring practices are fair and transparent in accordance with federal, state, or local laws. Our Recruitment Policy sets clear guidelines for attracting and selecting qualified candidates, ensuring equal opportunity for all individuals.

### PURPOSE

SCAG is committed to recruiting and hiring a diverse workforce that reflects the communities it serves, creating a positive and inclusive work environment. The intent of SCAG’s Recruitment Policy is to ensure that SCAG attracts, identifies, and hires the most qualified candidates in an equitable manner, in compliance with all federal, state, and local laws. This policy standardizes SCAG’s recruitment processes and procedures and ensures that confidentiality of sensitive information is maintained throughout the entire recruitment process.

### APPLICATION

This policy applies to all staff who participate in the hiring process and shall be followed for all SCAG job openings, unless otherwise noted in Section 9 of this policy. The information contained in this policy is also applicable to candidates who submit applications for employment with SCAG.

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### **1.0 SCAG's Hiring Philosophy**

SCAG actively seeks individuals who embody our dedication to enhancing the well-being of Southern Californians through innovation, collaboration, and visionary planning. Our values are Be Open, Lead by Example, Make an Impact, and Be Courageous. In line with our values, Human Resources is committed to eliminating bias from the hiring process by fostering and deploying equitable selection and compensation practices.

### **2.0 Compliance with Applicable Policies and Laws**

This policy set forth complies with all provisions specified in SCAG's Personnel Rules, policies, and other applicable local, state, and federal employment laws and practices.

### **3.0 Equal Employment Opportunity**

SCAG is an equal opportunity employer. We do not discriminate on the basis of race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, sexual orientation, gender, gender identity, gender expression, age (40 or older), military and veteran status, or any other basis protected by federal, state, or local laws.

The policy applies to all aspects of employment including but not limited to recruitment, hiring, compensation, benefits, promotion, training, education, transfer, layoff, and discipline.

Applicants, employees, officers, or contractor's applicants who believe they have experienced any form of employment discrimination may report the conduct immediately to [SCAG's Ethics Hotline](#) or by contacting the U.S. Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD).

### **4.0 Accommodations**

In compliance with all applicable laws, and absent the imposition of undue hardship to SCAG or its operations or the existence of a direct threat to either the health and safety of the employee or applicant requesting the accommodation or to others, SCAG will provide employment-related accommodations to the following employees and applicants:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform the essential job functions; and
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request and with the advice of their healthcare provider; and
- Employee victims of domestic violence, sexual assault, or stalking;
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Requests for accommodations during the recruitment and selection process may be submitted to SCAG's ADA Coordinator at [ramirez@scag.ca.gov](mailto:ramirez@scag.ca.gov) or (213) 630-1410.

### **5.0 Confidentiality**

To protect candidate privacy and the integrity of the recruiting process, all participants, including



SCAG employees, elected officials, and external interview panel members, are required to uphold confidentiality throughout the recruitment process by signing a confidentiality agreement.

Confidential information includes:

- Applications received for each recruitment;
- Interview questions, rating forms, and other interview materials used to administer evaluation for employment;
- Names of references of the job applicant and any identifying information from the questionnaires and letters of reference; and
- Oral discussions by the hiring committee members (whether or not in the applicant's presence) concerning the applicant during or following the interview and hiring process.

All information relating to the job search must be kept confidential and only shared with other selection panel interview members, Human Resources, or management involved in the hiring process. Participants in the hiring process acknowledge that certain confidential employment records may be required to be disclosed pursuant to a valid subpoena, court order, government agency order, or valid Public Records Act request. SCAG employees who violate this confidentiality requirement may be subject to corrective or disciplinary action. Any discovery of false information provided by individuals hired shall be reported to Human Resources. Following the identification of a hire date for a candidate, the qualifications and experience of successful candidates may be publicly shared.

## **6.0 Nepotism Policy**

SCAG is committed to employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives/spouses in accordance with SCAG's Nepotism Policy. However, such employment must not lead to, or result in:

- A direct or indirect supervisory relationship between related employees;
- The employees having job duties which require performance of shared duties on the same or related work assignment;
- Both employees having the same immediate supervisor; or
- A potential for creating an adverse impact on supervision, safety, security, morale, or efficiency.

For purposes of the Nepotism Policy, "relative" means child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership. "Spouse" means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by state law.

The Executive Director has the discretion to waive provisions of the Nepotism Policy when warranted for business reasons.

## **7.0 Requirements of Recruitment**

SCAG may require a recruitment for the following:

- To fill a vacancy for a probationary, limited-term, temporary, or intern position with a



duration period greater than 90 days.

- A non-benefits eligible position is re-identified as benefits eligible.

A recruitment is not required for the following:

- Appointments funded by a grant or contract where the individual is specifically named.
- Appointments to at-will positions made by the appointing authority.
- The Interim Appointment for a vacant position that is subject to active recruitment or a position in which a higher-level incumbent is on a leave of absence.
- The appointment of a retired annuitant in compliance with CalPERS rules and regulations.

SCAG reserves the right to make no appointments to positions which have been advertised based on business requirements and needs.

## 8.0 Search Process

### 8.1 Job Announcements

All job announcements shall contain the job classification title, offering a clear identification of the position, a concise but informative description of the role and department the position falls under. Information about the organization and department's functions shall also be included. Additionally, job duties and responsibilities shall be included, ensuring candidates understand what is expected of them. The job announcement shall specify the required and desired job knowledge and experience. Announcements alert applicants of minimum qualifications that must be met. In addition, all job announcements shall reference and comply with SCAG's Equal Employment Opportunity Policy.

### 8.2 Duration of Job Announcement

Human Resources shall be responsible for determining the duration of a job announcement. Internal recruitment announcements are typically posted for two weeks, while external recruitment announcements are typically posted for three weeks. However, the duration of a posting may be adjusted as necessary at the discretion of the Chief Human Resources Officer or designee based on business need.

### 8.3 Advertisement of Open Positions

Human Resources shall be responsible for placing advertisements for open positions and managing the costs within SCAG's recruitment advertising budget. All positions shall be posted on the SCAG website and appropriate/relevant websites, job boards, and/or publications.

## 9.0 Application Process

### 9.1 Applications

To be considered for any position, individuals must submit a fully completed electronic application. Human Resources is responsible for receiving, logging, tracking, acknowledging, and storing all applications, ensuring that only those officially received and logged by Human Resources are eligible for consideration.



The information applicants provide on their application and supplemental questionnaire will be evaluated and used to determine their eligibility to participate in the subsequent phase(s) of the hiring process. Failure to provide complete and accurate information in the application and supplemental questionnaire may result in disqualification of an application even if the applicant possesses the qualifying experience or education. Applicants are encouraged to be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a sufficient response. All information included on an application is subject to verification at any time in the hiring process. Falsification of any information may result in disqualification or dismissal.

### **9.2 Screening of Applications**

Human Resources will be responsible for ensuring that appropriate applicant information is captured for federal and state reporting purposes. All applications received by the application deadline will be reviewed for consideration.

Human Resources shall provide support to the hiring manager in screening applications for minimum qualifications.

The selection process normally consists of methods deemed most appropriate by Human Resources and may include but is not limited to initial screenings, interviews, appropriate skills testing, and reference checks.

### **9.3 Disqualification of Applications**

Human Resources may reject an application if the candidate:

- Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations, or in securing eligibility or appointment;
- Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- Is a relative of an employee, and is disqualified based on the Nepotism Policy;
- Used or attempted to use political pressure or bribery to secure an advantage in the selection process or appointment;
- Directly or indirectly obtained information regarding the selection process;
- Failed to submit the employment application completely and correctly or within the prescribed time limits;
- Has had their privilege to operate a motor vehicle in the State of California suspended or revoked if driving is job-related;
- Is rendered unsuitable for a position by the judgement of the Chief Human Resources Officer or designee. Reasons include, but are not limited to, a prior resignation from SCAG, a termination from SCAG, significant disciplinary action, or management determination of suitability.



## **10.0 Selection Process**

Human Resources will conduct the full-cycle recruitment process including interview process development, coordination, and panel debriefing.

## **11.0 Hiring Process**

### **11.1 Offer of Employment**

Human Resources shall review the selection process and recommendation for hire to ensure that the search was conducted in accordance with this policy. Human Resources shall conduct a comprehensive salary analysis and extend all offers of employment. Human Resources will coordinate with the hiring manager to ensure that all unsuccessful applicants are informed when the successful candidate has accepted an offer of employment.

### **11.2 Background Investigation**

Candidates for employment with SCAG may be subject to the appropriate investigation including but not limited to:

- Employment history investigation;
- Post-conditional offer criminal conviction check\*;
- Post-conditional offer physical and/or psychological tests;
- Personal or character investigation;
- Driving history report.

\*After SCAG makes a conditional offer of employment, SCAG may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially sealed, eradicated, or expunged. Unless required by law, SCAG will not deny employment to any applicant solely because they have been convicted of a crime. SCAG may, however, consider the nature, date, and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position.

### **11.3 Reference Checks**

Reference checks of applicants shall be conducted by Human Resources. A minimum of two reference checks from previous and/or current employers and/or professional contacts who can attest to the candidate's work ethic, skills and achievements in past roles may be contacted before making a recommendation for hire. All documents relating to reference checks shall be filed separately from the employee's personnel file.

### **11.4 Rescind Offer**

SCAG may rescind a job offer under the following circumstances:

- If a candidate fails any part of the pre-employment background investigation process, including a drug and alcohol screen if applicable, and the issue(s) cannot be resolved.



- If the candidate cannot begin employment within an agreed-upon timeframe with the department.
- For any other reason consistent with SCAG policies and applicable state, federal, or local laws.

### **12.0 Moving/Relocation Expense Assistance**

SCAG may provide relocation assistance at the discretion of Human Resources, subject to budget availability, under the following circumstances:

- When a new employee's permanent residence is more than 100 miles outside the Los Angeles metropolitan area; and
- The vacancy is at the manager level or above or the vacancy is a hard-to-fill position.

Relocation assistance may include moving, travel, temporary living expenses (up to 90 calendar days), and temporary auto allowance until the employee's vehicle arrives. Maximum relocation assistance for any position will be determined on a case-by-case basis and will not exceed reasonable expenses. To the extent possible, all offers of relocation assistance will be customized to meet the needs of the individual employee and SCAG. Expense reimbursement requests must be submitted to Human Resources for reimbursement within 60 calendar days of the date the expense was incurred and must include receipts for all items over \$10.00.

### **13.0 Employment Eligibility Verification**

Pursuant to the federal Immigration Reform and Control Act of 1986 (IRCA), SCAG is required to verify the identity and legal right to work of all employees. Employees are required to complete Form I-9 Employment Eligibility Verification and attest to their employment authorization to work in the United States. Employees must present to SCAG acceptable documents as evidence of identity and employment authorization within 3 days of hire.

### **14.0 eVerify**

SCAG is an E-Verify employer, which means we use a secure internet-based system to compare information from an employee's Form I-9 Employment Eligibility Verification to records available in the U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) to confirm an employee's identity and authorization to work in the United States.

### **15.0 Sponsorships for Immigration and Work Authorization**

Any request for sponsorship for immigration and/or work authorization will be evaluated by the Chief Human Resources Officer or designee on a case-by-case basis.