

ORDINANCE NO. 1911

AN ORDINANCE AMENDING ORDINANCE NO. 1614 AND ADOPTING REVISED RULES AND REGULATIONS PERTAINING TO STAFFING: EMPLOYMENT, RECRUITMENT AND SELECTION PROCESS GOVERNING THE OPERATIONS OF THE CIVIL SERVICE SYSTEM FOR THE EMPLOYEES OF THE CITY OF TALLADEGA PURSUANT TO ALABAMA ACT #2004-436, AND IN NO OTHER PARTICULARS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TALLADEGA, ALABAMA, AS FOLLOWS:

SECTION 1. That Ordinance #1614 adopted by the City Council that established Personnel Rules and Regulations pursuant to State Act #2004-436 and provided for a City of Talladega Personnel Systems Manual is hereby amended by deleting the following language from STAFFING, 2. Employment, Recruitment and Process:

2. Employment, Recruitment and Selection Process. A personnel request form shall be forwarded to the City Manager for authorization to fill any position. Upon such authorization, a current register will be obtained from Human Resources, if available, and if not, recruitment shall be initiated. No employment process shall be initiated until such authorization is obtained.

All position vacancies shall be posted within each department of the City to allow qualified current employees promotional opportunities. In order to ensure Equal Employment Opportunity in the Classified Service to all qualified applicants, active recruitment shall be accomplished among the general public by publishing the examination notice in the local newspaper. Persons desiring appointment to the Classified Service may file applications with the City and, from time to time, the City will prepare announcements scheduling examinations for classified positions in the City Service. All qualified applicants are required to take an initial written examination for the purpose of placing that individual properly on a register for each position. To allow for advancements, current City employees who apply for vacant positions are eligible for additional points on their examination score. Full-time Classified Employees shall accrue one (1) point per year of service within the department in which the vacancy exists. Part-time Classified Employees shall accrue one-half (1/2) point per year of service within the department in which the vacancy exists.

Recommendation of three persons selected as desirable to fill the position will be made by the department head in writing to the City Manager based on the qualifications and knowledge required for the job and at all times insuring equal opportunity to all applicants. Before hiring the selected applicant, a drug test will be conducted by the City.

SECTION 2. That the City of Talladega Personnel Systems Manual, STAFFING, 2. Employment, Recruitment and Process of the Personnel Rules and Regulations Employee Handbook shall be revised to read as follows:

2. Employment, Recruitment and Selection Process. Upon the occurrence of a vacancy of a position in the classified service or upon the creation of a new position in the Classified Service a personnel request form shall be forwarded by the Human Resources Director to the Appointing Authority for authorization to fill any position. Upon such authorization, a current register will be obtained from Human Resources, if available, and if not, recruitment shall be initiated. No employment process shall be initiated until such authorization is obtained.

Upon written request of the Department Head of the department wherein the vacancy exists, all position vacancies shall be posted only within each department of the City for a period of two (2) weeks to allow qualified current employees promotional opportunities. In the event that following said two (2) week period it is determined by the Appointing Authority that there are not a sufficient number of qualified applicants and in order to ensure Equal Employment Opportunity in the Classified Service to all qualified applicants, active recruitment shall be accomplished among the general public by publishing the examination notice in the local newspaper for a sufficient period of time to create a pool of qualified applicants, said publication time to be not less than two (2) weeks. Persons desiring appointment to the Classified Service may file applications with the Human Resources Department and, from time to time, the Human Resources Department will prepare announcements scheduling examinations for qualified applicants for positions in the Classified Service. All qualified applicants are required to take an initial written examination for the purpose of placing that individual properly on a register for each vacant or new position in the Classified Service.

The Department Head of the department wherein the vacancy exists may recommend in writing to the Appointing Authority an applicant from among the qualified applicants who rank in the five (5) highest scores on the appropriate eligible register to fill the position based on the qualifications and knowledge required for the job and



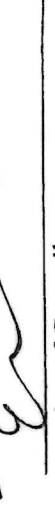
along the South boundary line of said 40 a distance of 475 feet to a point on the West line of the Mountain View Road, and running thence North 43 degrees West along the West line of said road a distance of 536 feet to a point, and running thence North 32 degrees West along said West line of said road a distance of 255 feet to the point of beginning of the property herein described; from said beginning point, proceed South 63 degrees West a distance of 420 feet to a point; thence proceed North 33 degrees West a distance of 210 feet to a point; thence proceed North 26 degrees West a distance of 390 feet to a point; thence proceed North 89 degrees East a distance of 420 feet to a point on the West line of Mountain View Road; thence proceed South 26 degrees East along said West line a distance of 175 feet to a point; thence proceed South 33 degrees East along said road a distance of 210 feet to the point of beginning. LESS AND EXCEPT: Property conveyed to Larry Bennett Wyatt by deed recorded in Deed Book 398, page 225 and Deed Book 524, page 750 in the Probate Office of Talladega County, Alabama. Said property above described lying and being in the Northeast Quarter of the Southeast Quarter of Section 1, Township 19 South, Range 5 East, Talladega County, Alabama.

Section 2: The person or persons who presently assess the tracts or parcels of real estate above described, along with their addresses, is as follows:

<u>Parcel Identification Number</u>	<u>Assessed To</u>	<u>Address</u>
61-18-01-01-4-000-007.000	Kenneth B. Cruise and Angela C. Cruise	155 Quail Road Munford, AL 36268

Section 3: Except as herein amended, said Ordinance No. 1882, as AMENDED by Ordinances heretofore adopted shall remain in full force and effect.

Section 4: This Ordinance shall take effect from and after the date of its adoption and publication, as provided by law.

 Member of Council	 Member of Council	 Member of Council
--	--	--