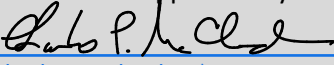


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP -23
TOPIC	PROMOTIONAL POLICY		
Approved by:  Charles McClendon (Mar 25, 2025 08:17 PDT) Charles McClendon, City Manager	Distributed by Human Resources	Original Date 03/25/2025	Revised

(Distinct from Series Advancement Policy)

POLICY

This policy applies to all regular full-time non-safety positions within the City of Cathedral City, excluding elected officials and temporary positions. For the purposes of this policy, safety positions include sworn police and fire personnel.

PURPOSE

To establish guidelines for promotional opportunities within the City of Cathedral City, ensuring fair and consistent practices that align with the City's Personnel Rules while providing career advancement pathways for qualified employees.

DEFINITION

A promotion is defined as the movement of an employee from one classification to a higher-level classification that represents advancement in career development, responsibility, and skill requirements. This differs from series advancement, which involves progression within a defined job series (e.g., I to II designations).

SCOPE

This policy applies to promotional opportunities between distinct job classifications, such as but not limited to:

- Assistant Engineer to Associate Engineer
- Associate Engineer to Engineer
- Assistant Planner to Associate Planner
- Associate Planner to Senior Planner
- Analyst to Senior Analyst

This policy does not apply to series advancements (e.g., Administrative Assistant I to Administrative Assistant II), which are covered under the separate Series Advancement Policy.

RECRUITMENT OPTIONS

Promotional opportunities shall be filled through one of the following recruitment methods:

1. **Internal-Only Recruitment:** Limited to current City employees, providing advancement opportunities for the existing workforce.
2. **Internal/External Recruitment:** Open to both City employees and external candidates , with all candidates evaluated based on the same criteria.

The determination of which recruitment method to use shall be based on operational needs, the available talent pool, and the best interests of the City. No employee shall have an expectation of automatic advancement solely based on meeting minimum qualifications. The City maintains full discretion to determine the most appropriate recruitment method for each vacancy, with the ultimate goal of selecting the best qualified candidate.

MINIMUM QUALIFICATIONS

To be considered for a promotional opportunity, an employee must meet all of the following:

1. The certification, education, and experience requirements specified in the job classification.
2. Demonstrated knowledge, skills, and abilities required for the higher position.
3. A satisfactory or above performance record in their current position.
4. Possession of required professional certifications/licenses as applicable to the position.

Meeting these minimum qualifications allows an employee to be considered for promotional opportunities but does not guarantee advancement. All candidates will be evaluated through the applicable recruitment process.

PROMOTIONAL PROCESS

A. Vacancy Identification

1. The Department Head identifies a promotional vacancy based on operational needs and budget availability.
2. The Department Head consults Human Resources to determine the appropriate recruitment method.

B. Job Announcement

1. Human Resources prepares a job announcement according to Section 402.1 of the Personnel Rules.
2. The announcement includes job duties, minimum qualifications, application requirements, and selection process information.
3. The announcement is distributed through appropriate channels based on the selected recruitment method.

C. Application Process

1. All interested individuals, including current employees, must submit a formal application as specified in the job announcement.
2. Applications must be submitted by the posted deadline and include all required documentation.
3. No employee will be considered without submitting a complete application, regardless of qualifications or tenure.

D. Selection Process

1. Human Resources screens applications to identify candidates meeting minimum qualifications.
2. Qualified candidates participate in the established selection process, which may include:
 - Written examinations
 - Oral interviews
 - Performance assessments
 - Work samples or exercises
 - Other job-related evaluations
3. After completion of the selection process, the HR Manager will prepare an eligibility list according to section 402.5 of the personnel rules.
4. The most qualified candidate on the eligibility list is selected based on their qualifications, experience, and fit for the position.

PROBATIONARY PERIOD

In accordance with Section 402.6.2 of the Personnel Rules:

1. Employees accepting a promotion shall serve a new probationary period in accordance to applicable MOUs, or City policies.
2. The probationary period is automatically extended by the length of any absence.
3. During the probationary period, the employee may be rejected at any time without cause or reason.
4. If the employee fails to satisfactorily complete the probationary period, they may return to their prior position at their previous range and step if there is a vacancy, unless terminated for cause.






HR- AP-23 Promotional Policy

Final Audit Report

2025-03-25

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