



TACOMA HOUSING AUTHORITY

Policy No.	HR-01.01
Policy	Recruitment, Selection, and Hiring
Date	December 8, 2009

1. Purpose

- 1.1 to limit hiring to those vacant positions as authorized by the Executive Director;
- 1.2 to find and hire the best qualified person available for each position;
- 1.3 to assure equal opportunity to all persons;
- 1.4 to fulfill federal Section 3 requirements for the hiring of residents and other low-income residents of the City of Tacoma;
- 1.5 to comply with applicable collective bargaining agreements;
- 1.6 to provide current staff with advancement opportunities.

2. Sources for Policy

- ▶ Washington Law Against Discrimination, Chap. 49.60 RCW;
- ▶ Title VII, 42 U.S.C. § 2000e;
- ▶ Tacoma's Law Against Discrimination, TMC 1.29 CHAP;
- ▶ Section 3 Requirements for Hiring of Residents and Low-Income Persons 42 U.S.C. § 1701(u); 24 C.F.R. Part 135.

3. Scope of Policy

This policy applies to all hiring decisions for THA except the hiring of the Executive Director.

4. Who is Responsible for Implementing Policy

Who	Responsibility
<i>Executive Director</i>	<ul style="list-style-type: none"> ▶ to authorize the creation of all positions and the filling of all vacancies; ▶ to make all hiring decisions or delegate this authority.
<i>Human Resources Dept.</i>	<ul style="list-style-type: none"> ▶ to coordinate and implement all procedures under this policy governing hiring (e.g, posting, reviewing applications, arranging interviews; checking references, advising on selection); ▶ to monitor compliance with this policy.
<i>All THA staff who participate in recruiting and hiring processes</i>	<ul style="list-style-type: none"> ▶ to understand this policy; ▶ to follow this policy when they participate in hiring decisions.

5. Definitions

[No entry.]

6. Forms Associated with this Policy

<i>THA Form HR-01.01(1)</i>	<i>New Hire Requisition</i>
<i>THA Form HR-01.01(5)</i>	<i>Request for Intern/Work-Study Student</i>
<i>THA Form HR-01.01(10)</i>	<i>Employment Application</i>
<i>THA Form HR-01.01(15)</i>	<i>Interview Assessment</i>
<i>THA Form HR-01.01(20)</i>	<i>Employee Assignment Record</i>
<i>THA Form HR-01.01(25)</i>	<i>Reference Check</i>
<i>THA Form HR-01.01(30)</i>	<i>Key Card Access Authorization</i>
<i>THA Form HR-01.01(35)</i>	<i>Employee Assignment Record</i>
<i>THA Form HR-01.01(40)</i>	<i>HR Policy Manual Acknowledgement</i>

7. Policy

7.1 Authorization to Fill a Vacancy

The Executive Director or his/her designee must authorize the filling of any vacancy, the wage or salary for the person to be hired, and the final hiring decision.

7.2 Hiring the Best Available Talent

THA seeks to hire the best qualified person available for each position.

7.3 Equal Opportunity and Diversity

THA is an equal opportunity employer. It seeks to assure equal employment opportunity to all persons without unlawful regard to race, color, national origin, ancestry, religion, sex, age, marital status, disability, sexual orientation, gender identification, or retaliation.

THA values the diversity among its staff. It makes us stronger and more effective. In how it advertises and recruits for prospective employees, THA will seek to make its openings accessible and attractive to all.

7.4 Section 3 Hiring

Federal law requires THA “to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing . . .” This requirement is named the “Section 3” requirement after that portion of the federal statute that imposes it. This requirement complements THA’s goal to promote the economic self-sufficiency of its residents, clients, and low-income households generally in the City of Tacoma.

When hiring, THA shall give preference, to the extent permitted by law, to the following “Section 3” categories of well qualified persons, in the following order:

- (a) If the job pertains to a particular public housing development, residents of that development;

- (b) Residents of other THA public housing developments;
- (c) Participants in any HUD sponsored Youthbuild Programs in the City of Tacoma;
- (d) Residents of the City of Tacoma whose household income does not exceed 80% of the Area Median Income.

7.5 In-House Opportunities

Promotion and transfers of THA staff to new positions can benefit the agency and staff. Such promotions and transfers allow staff to expand skills or increase their levels of responsibility and compensation. These in-house promotions and transfers can also serve THA's interests. They are a way to fill vacant positions with persons already experienced with the agency. Collective Bargaining Agreements may also require consideration of in-house candidates. For these reasons, THA will consider qualified in-house candidates for vacant positions.