

**CITY OF AMARILLO
POLICIES AND PROCEDURES**

Department: Human Resources Department
Procedure: Job Vacancies (HARD-TO-FILL)
Effective Date: October 1, 2016

Purpose:

The purpose of this policy is to provide information and clear instructions on how to recruit and retain positions that have been designated as "HARD-TO-FILL."

Scope:

All Departments/All City Employees (full-time and part-time).

Policy:

Positions are designated as being "Hard-to-fill" when any of the following factor(s) exist:

- The quality of candidates possessing the necessary competencies required for the position are limited;
- The salary offered is typically not at a desired range, to attract qualified candidates;
- Recent changes in the industry; or
- Special or unique skills are required for the position.

Positions that have been designated "Hard-to-fill" in the City of Amarillo are as follows, but not limited to:

- Accountants (all specialties)
- Bus Drivers (Transit)
- Chemists
- Emergency Dispatchers (911)
- Engineers (all specialties)
- I/T Professionals (all specialties)
- Mechanics (all specialties)
- Nurses (all specialties)
- Planners
- Plant Operators
- Veterinarians

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Department Directors will have the ability to offer the following incentives, to qualified candidates who meet or exceed the necessary requirements, in order to fill a **“Hard-to-fill”** position:

1. A maximum amount of 15% above the starting salary (base pay) for that particular position; or
2. Any other incentives or incentive package must be approved by the City Manager.