



Employment Advertisement

(HC14)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) will generate job announcements electronically and post the announcements in designated areas within agency facilities.

PURPOSE

The purpose of this policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. RTA believes in promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

APPLICATION

This policy applies to all RTA positions at the level of Chief Executive Officer and below. The RTA may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so and with the approval of the respective Officer.

ADOPTED BY:

The RTA Board of Commissioners on XX/XX/2021, Resolution XX-XXX

APPROVED BY:

Alex Z. Wiggins
Chief Executive Officer

Effective Date: X/XX/2021
Date of Last Review: X/XX/2021

1.0 Job Postings

Once an open position is approved for recruitment, Human Capital Representative (HCR) will generate job announcements electronically and post the announcements in designated areas within agency facilities. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by Chief Human Resources Officer and the hiring manager.

The position will be posted internally for five business days, during which time eligible employees may apply ahead of external candidates. In some cases, external recruiting may take place simultaneously as well as an appointment by the CEO to expedite the process as business needs require. Internal candidates may or may not be given preference depending on the circumstances.

Each job posting will have a closing date by which time applications must be received to be considered for the position.

2.0 Internal Eligibility

To be considered for an open position, you must:

- Have worked for RTA for at least 12 months and have been in your current position for at least six months.
- Have received a rating no lower than “meets expectations” on your most recent performance review and must not currently be on a performance improvement plan.
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- Submit an application to Human Capital by the closing date as stated in the posting.

All internal applicants will receive notice as to whether they will be interviewed for the position. Although you are not required to notify your supervisor that you have applied for a position, the supervisor will be notified should you become a final candidate. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

RTA reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.

3.0 FLOWCHART

N/A

4.0 REFERENCES

N/A

5.0 ATTACHMENTS

N/A

6.0 PROCEDURE HISTORY

N/A

7.0 SPONSOR DEPARTMENT

Human Capital