

Important Information for Applicants



Equal Employment Opportunity (Personnel Policies, Section 3)	It is the policy of the City of Iowa City to prohibit discrimination and harassment of any type and to afford equal employment opportunities for all employees or potential City employees without regard to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category protected by federal, state, or local law, except where age, sex, or physical ability constitute a bona fide occupational qualification necessary for job performance.
Civil Service	<p>Civil Service rules and regulations shall apply to all permanent positions within the employment of the City of Iowa City with the exception of the following:</p> <p>City Manager, Assistant City Manager, the Directors of Finance, Public Works, Neighborhood and Development Services, Parks and Recreation, Transportation Services, and the Directors of any other city department as may be created; Police Chief*; Fire Chief*; Human Resources Administrator; City Attorney; Assistant City Attorneys; Human Rights Coordinator/Equity Director; City Clerk; Deputy City Clerk; all Division Heads; Assistants to the City Manager; Secretaries to the Department Directors; employees of the Library Board or Airport Commission; and any other positions specifically excluded by the Code of Iowa.</p> <p>*The positions of Police Chief and Fire Chief shall receive the benefits of the Iowa Civil Service Act for selection purposes and Civil Service status under Iowa Code Sections 400.13 and 400.14.</p> <p>Applicants for entry level or promotional positions will be tested through impartial examinations which fairly test each applicant's ability to perform in the position. Examinations may consist of review of application materials, oral interviews, and/or written, practical, or physical agility examinations as are appropriate to the position.</p>
Veteran's Preference	As specified by Iowa Code Section 400.10, Iowa residents who are qualified veterans honorably discharged from the United States military or naval forces whose service was within the periods specified by Iowa Code Chapter 35 are eligible for veterans preference and shall receive credit in the selection process for their military service.

	<p>To be eligible for this preference, military service must have occurred during the time frames set forth in Iowa Code Section 35.1, as amended. Candidates claiming veteran's preference must provide a copy of their DD214.</p>
<p>Employment of Relatives (Personnel Policies, Section 10 g)</p>	<p>(1) Management Conflict</p> <p>It shall be a violation of this policy for the spouse, domestic partner or partner by cohabitation, children¹, mother, father, son-in-law, daughter-in-law, mother-in-law, father-in-law, step-parent, brother², sister², brother-in-law, sister-in-law, grandparents and grandchildren, foster child, persons who are parents of the same child, and persons with whom the employee is in an intimate relationship³ of the City Manager, Assistant City Manager, Assistants to the City Manager, City Clerk, City Attorney, Department Directors, Division Heads or Human Resources staff to become employed by any department of the City.</p> <p>(2) Chain of Command Conflict</p> <p>It shall be the general policy of the City that no person shall be hired, assigned, promoted or transferred to a department of the City or to a division thereof when, as a result, the employee would routinely be directly or indirectly supervising or receiving direct or indirect supervision from a member of the employee's immediate family. For the purpose of this subsection "members of the immediate family" include all of the relationships identified under the Management Conflict provision (subsection g (1)) and also include aunt, uncle, niece, nephew and first cousin.</p> <p>When a prohibited familial relationship is created following employment, reasonable efforts will be made to find an acceptable alternative or to eliminate the situation by transfer or reassignment of one of the employees. Affected employees will first be given the option of deciding which employee will transfer or be reassigned. If no indication is given, seniority will be the governing factor and the least senior employee will be subject to transfer, reassignment or termination.</p> <p>Individuals actively employed by the City in violation of this expanded policy on November 1, 2011 will be grandfathered under the previous policy and allowed to remain City employees.</p> <p>¹This includes step-children and children for whom the employee stands in loco parentis (assumes parental responsibility).</p> <p>²Brother and sister are defined to include step-siblings and half-siblings.</p> <p>³An intimate relationship means a significant romantic involvement that need not include sexual involvement. An intimate relationship does not include casual social relationships or associations in a business or professional capacity.</p>

Criminal Background Checks in Hiring (Administrative Regulation: Policy on Criminal Background Checks in Hiring)	Criminal background checks are required for all employees newly hired, transferred, promoted, reclassified, or reassigned to certain sensitive positions. The employing department is responsible for initiating the criminal background check. If the background check reveals a conviction relevant to the sensitive position, the individual may be disqualified from holding the sensitive position. If a criminal background check is required for a position, the requirement will be stated on the job posting/position description.
Federal Form I-9 Requirements	Per federal regulations, all new hires are required to provide appropriate evidence of identity and eligibility for employment. A list of acceptable documents for the Form I-9 is below. Only original and unexpired documents may be used. The new hire must determine which documents will be used to satisfy the verification requirements of the I-9. The I-9 must be completed on or before the new hire's start date and delays in completing the I-9 and/or providing evidence of identity and eligibility for employment may result in delays in a new hire's start date. To access the Lists of Acceptable Documents, please click here .