



**Martin Luther King, Jr.**  
OUTPATIENT CENTER

**POLICY AND PROCEDURE**

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| <b>DIVISION:</b> ADMINISTRATION   | <b>NUMBER:</b> 04-024           |
| <b>SUBJECT: RECRUITMENT, RETENTION AND DEVELOPMENT OF STAFF</b>             |                                 |
| <b>SECTION:</b> HUMAN RESOURCES   | <b>PAGE:</b> 1 <b>OF:</b> 2     |
| <b>REVIEWED BY:</b> HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE       | <b>EFFECTIVE DATE:</b> 01/01/94 |
| <b>TO BE PERFORMED BY:</b> HUMAN RESOURCES AND ALL MANAGERS AND SUPERVISORS | <b>REVIEWED DATE:</b> 04/16/07  |
|   | <b>REVISED DATE:</b> 04/2017    |

**PURPOSE**

To describe the available programs and methods generally intended to enhance recruitment, retention and development of all Martin Luther King, Jr., Outpatient Center staff.

**POLICY**

Los Angeles County, MLK OPC facility is an equal employment opportunity employer and is committed to ensuring the recruitment, hiring, training and promoting of staff in all job classification is based on merit without regard to any non-job related characteristic and is in compliance with Los Angeles County Civil Service Rules. MLK OPC will develop and/or identify programs intended to address staff retention and continued development, including job related educational and advancement goals appropriate to each position.

**PROCEDURE**

**RECRUITMENT ACTIVITIES**

**SUPERVISOR/MANAGER RESPONSIBILITIES**

1. Assess the needs of the service to determine if the current vacant position is sufficient or if another classification is needed to assist in fulfilling the goals and strategies of the area.
2. Contact MLK OPC on-site Human Resources Office if it is determined that a higher-level position is required.
3. Submit a Personnel Action Request (PAR) to MLK OPC on-site Human Resources Office requesting to fill the vacancy.
4. Once approved, contact MLK OPC Human Resources Office to obtain the current eligibility list, if available, or request an exam to create an eligible list.
5. Interview candidates, ensuring fair and equitable treatment of information obtained from each applicant.
6. Make a selection from qualified candidates, ensuring that each candidate has been reviewed using the same qualifying criteria.

**MLK OPC ON-SITE HUMAN RESOURCES RESPONSIBILITIES**

1. Process submitted PAR requests through the approval process.

2. Assist management in recruiting by
  - a. Preparing and scheduling exams.
  - b. Preparing and distributing bulletins internally as well as externally for authorized positions.
  - c. Posting vacancy notices throughout the department.
  - d. Working with outside agencies to recruit staff through job fairs, newspapers and magazines.
  - e. Posting vacancies and exam bulletins on the Intranet websites and the Department of Human Resources website.

**RETENTION AND DEVELOPMENT OF STAFF**

Strategies of retention include, but are not limited to, the following areas:

1. Offering continuing education and training.
2. Providing reasonable accommodations, when necessary and appropriate.
3. Providing a career ladder and promotional opportunities.
4. Creating innovative strategies to enhance job duties and develop new skills.
5. Providing employment benefits and flexible work schedules.
6. Providing employee recognition and awards.

**AUTHORITY:**

Title 5 of the Los Angeles County Code  
Fair Labor Standards Act (FLSA)  
Equal Employment Opportunity Commission (EEOC)  
Hospital Administration Policy No. 241, HMMS/PAR Stock: Daily Replenishment (Non-Pharmaceutical)

**NOTED AND APPROVED:**

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Cynthia M. Oliver, Chief Executive Officer

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Date

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Ellen Rothman, M.D., Chief Medical Director

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Date

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Lessie Barber, RN, Nursing Director

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Date

Signature(s) on File.