



INTER-OFFICE MEMO

City Manager's Office

To: All City Employees

From: Kenneth P. Collard, City Manager

A handwritten signature in black ink, appearing to read 'Kenneth P. Collard'.

Date: March 22, 2012

Subject: In-House Promotion Opportunities

The City of Kalamazoo's Early Retirement Incentive (ERI) program is creating in-house promotion opportunities as 219 of our co-workers leave over the next 19 months.

Jerome Post, Human Resources/Labor Relations Director, expects to begin issuing Wednesday postings in the next several weeks, listing jobs that will be open to internal candidates only. They will appear on department bulletin boards.

Post advises employees who may be considering applying for a vacancy to update their resumes and discuss opportunities with department supervisors.

The largest number of ERI vacancies will be created from April to September this year and departures will be complete by January 2014. The City will fill 130 of the 219 vacancies.

Internal postings will be released to department administrators and will appear on departmental bulletin boards. Those jobs will not be posted on the City's public website and internal applicants will not use the online NeoGov site to apply.

Instead, Post advises internal candidates to submit a "letter of interest" that identifies the job or jobs they wish to be considered for and a resume. That can be done through the City's email system or by delivering copies to the Human Resources Department, located in City hall.

For positions open only to internal candidates, the job posting will appear for one week. If both internal and external candidates are considered, a closing date will be identified in the job posting for candidates to submit applications and resumes.

Applicants must submit a separate letter of interest for each job opening for which they wish to be considered.

All applicants will be notified of the status of their applications for specific positions via email or by letter if they provide no email address.

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New job openings advertised to both internal and external candidates will be added to the City's website (www.kalamazocity.org) on Wednesdays. The link "Job Opportunities" appears under Gov. Quick Links on the left side of the homepage.

The City's Public Services Department is expected to have the largest number of job promotion opportunities as the result of ERI.

Employees who have questions about applying for internal job opportunities should contact Erica Hicks or Patricia Vargas in Human Resources at 337-8052.