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Mountains Recreation and Conservation Authority Interim Outreach and Employment Recruitment Policy

Mission of the MRCA

The mission of Mountains Recreation and Conservation Authority (MRCA) is to complement the work of other agencies protecting land in the Southern California mountains by using its unique abilities to acquire and improve open space and parkland, afford environmental education opportunities, and provide stewardship for a wide variety of public park and open space amenities.

MRCA Workforce

The MRCA relies on a dedicated and talented workforce comprised of a diverse group of individuals from a variety of backgrounds. Diversity, inclusion, equity, and relevancy are essential to MRCA's ability to further its mission. We recognize that there is a fundamental right of all people to equitably access Southern California's rich environmental resources and participate in decisions that affect these resources. To accomplish this goal of equitable access, the MRCA recognizes that it is crucial that its workforce is representative of the diverse Southern California community that it serves.

Employment Policies

The MRCA is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, age, medical condition, including genetic characteristics, mental or physical disability, veteran status, marital status, sex, pregnancy, sexual orientation, gender, weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. The MRCA strongly encourages diverse candidates to apply for open positions.

Development of Formal Recruitment Policy

While the MRCA has been successful at recruiting and employing a diverse workforce, our policies and practices must continue to improve in response to changing demographics, employment trends, and evolving priorities in the employment marketplace. To address these changes, the MRCA has begun the process of developing a formal policy for the recruitment, hiring, and retention of qualified employees on a prospective basis ("Recruitment Policy"). The MRCA will be soliciting proposals from qualified consultants to help develop the Recruitment Policy to ensure that every level of its workforce is representative of the communities it serves.

Interim Outreach Policy

During the Recruitment Policy development period, this "Interim Policy" is intended to expand and capitalize upon the MRCA's current best practices for recruiting and hiring to allow critical positions to be filled with qualified applicants until the Recruitment Plan can be developed

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and implemented. Please note that this Interim Policy is not intended to be a comprehensive plan for recruitment, hiring, and retention. It is intended only as a temporary measure to ensure that MRCA's outreach while hiring for critical open positions is as broad as possible pending the implementation of the formal Recruitment Policy.

Detailed below are the methods and procedures that the MRCA will follow under the Interim Policy during this period. It is intended to establish a baseline of outreach for positions that may become available with the MRCA, but it is not intended to limit or restrict MRCA Human Resources staff from engaging in additional or supplemental activities.

For each open position, the MRCA Human Resources staff will work with the appropriate division(s) to create a job announcement ("Job Announcement") which describes the position available, essential duties, desired qualities, compensation and benefits information, and other relevant information. The MRCA Human Resources staff will distribute the Job Announcement as outlined below. Not every method listed will be utilized for every opening, and HR staff may also take advantage of methods not listed.

Job Boards

Web-based job boards remain an important resource for job seekers and employers alike. The MRCA will continue to post Job Announcements on general interest job boards, but will also endeavor to post Job Announcements to job boards geared towards women and minority job seekers as follows:

- General interest job boards (e.g. Craigslist, Indeed.com, ZipRecruiter, etc.)
- Job boards targeting public service/nonprofit sector (e.g. Idealist.com, workforgood.org, governmentjobs.com, etc.)
- Minority and women job boards
- Industry-specific and professional network job boards, as appropriate

Social Media

Social media has become a key element in the larger employment marketplace and is increasingly utilized by employers and candidates for employment. Notices on social media has the added advantage of potentially reaching people who are currently employed and not actively seeking employment but who would be open to changing jobs or careers if the right opportunity came up. MRCA Human Resources staff will ensure that Job Announcements are posted on the following platforms, as appropriate:

- Facebook
- LinkedIn
- Instagram
- Twitter
- Nextdoor

Email Listserv/Electronic Mailing List

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The MRCA currently maintains a robust electronic mailing list that it utilizes whenever it has a position open. Under this interim policy, the email list will be revised and updated to include the following:

- Board members of the Mountains Recreation and Conservation Authority and Santa Monica Mountains Conservancy
- Local elected officials
- Community groups and neighborhood stakeholders
- Job and employment lists targeting underrepresented communities and networks
- Elected official and public agency staff networks
- Current MRCA staff
- Former job applicants who have requested notices of open positions, as appropriate
- Any person/organization requesting notice through open signups on MRCA website

Ad Hoc Notification of Trade or Professional Groups

Subject to the nature of the open position and the requirements of the Job Description, it may also be beneficial to notify networks and associations that serve the relevant trade or profession serving the open position. This will include formal and informal networks and associations that serve underrepresented women and minority groups. The MRCA Human Resources staff will work with MRCA staff and third parties, as necessary, to compile a list of relevant groups, associations, networks, and organizations.

Job Fairs

Personal contact also remains an important way to connect with job candidates. The MRCA Human Resources staff will continue to monitor job fair opportunities and will make every reasonable attempt to attend these events in person to do outreach about any open positions and future careers with the MRCA.

Onsite Job Posting

MRCA Human Resources staff will ensure that Job Announcements for open positions will be posted at appropriate MRCA office and park locations, including, but not limited to Los Angeles River Center, King Gillette Ranch, Franklin Canyon Park, and Temescal Canyon Gateway Park.

Application Period

Job Announcements will remain open for a sufficient period of time to allow for qualified applicants to submit the materials requested for each open position. The selection process will be carried out in a fair and expeditious manner by MRCA Human Resources staff in concert with MRCA personnel, as appropriate for the open position.

Questions about this policy or open positions should be addressed to MRCA Human Resources staff at: Zagreb.delatorre@mrca.ca.gov

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