

4.3: Recruitment and Selection

This policy applies to all employees.

POLICIES AND PROCEDURES

All recruitment and selection procedures and activities shall be conducted in a manner that provides equal employment opportunities and avoids discrimination. The evaluation of candidates shall be based on objective, relevant job criteria.

Vacancies

All regular, project designated, grant funded, executive, part-time and seasonal vacancies must be recruited for by using the county's applicant tracking system. The hiring manager and/or department director, in consultation with People and Culture Services, may elect to advertise the position on other recruitment sites.

Job announcements must be posted for a minimum of (5) days. The hiring department or office, in consultation with People and Culture Services, may elect to advertise a vacancy internally only. If an internal posting does not yield adequate quality and quantity of candidates to conduct a successful recruitment, the hiring manager shall consult with the Culture Services Department in determining the next step in the recruitment process. To be considered for a vacancy, all application materials must be received on or before the closing date as stated on the job announcement. Candidates must meet the minimum qualifications for the position for which they have applied.

The hiring department must use a competitive process based on job-related criteria and shall interview for vacancies.

Temporary Positions

- **Temporary** - This classification allows departments and elected offices the ability to hire a temporary employee. Hiring managers shall work with People and Culture Services before hiring a temporary employee to ensure temporary employment guidelines are met.
- **Seasonal** - This classification allows departments and elected offices the ability to hire a temporary employee to work for a designated season. The People Services Department determines what positions are eligible for seasonal status.

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Hiring managers and/or department directors must follow all the requirements set forth in this policy for the hiring of all temporary vacancies. Hiring managers and/or department directors may elect to use the county's applicant tracking system, to recruit for temporary vacancies that are anticipated to last for less than 180 days.

If the department elects to utilize the applicant tracking system, the hiring department must follow all the requirements set forth in this policy. Hiring departments and offices can elect to use a staffing agency for short-term (less than 180 days) temporary needs. Department shall work in consultation with the Culture Services department prior to contracting with a staffing agency.

Internships/Volunteers

Hiring managers and/or department directors may elect to use the county's applicant tracking system to recruit for interns and volunteers. If the department elects to utilize the applicant tracking system, the hiring department must follow all the requirements set forth in this policy. The hiring manager and/or department director, in consultation with Culture Services, may elect to advertise the position on other recruitment sites.

Eligibility List/Candidate Pool

Applicants who meet the minimum qualifications for a position will be placed on a candidate eligibility list. This list shall remain active for 180 days from the position closing date. Interviewed candidates are eligible for selection for a maximum of 90 days after the conclusion of the interview process.

Candidate pools can be created for positions that have more than twenty (20) vacancies per year. Candidate pools are created by advertising a continuous posting regardless of a current vacancy. Candidates that meet the minimum qualifications for a position in a continuous posting shall remain active for six (6) months. At the expiration of six (6) months, candidates will be notified that their application has expired and they need to reapply if they are still interested in the position.

Alternatives to Posting

Exceptions to the posting requirements may be requested in writing to the Culture Services Department. Approval by the Culture Services Director (or designee) must be received prior to taking action. Exceptions may be approved in the following situations:

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- Transfers within the same classification within a department or office
- Demotions (voluntary and involuntary) from a higher classification from within the same or different department
- Transfers and demotions of a qualified employee from any classification as an alternative to layoff
- Career progressions within the same job series that have been established by a department or office and approved by People Services
- Position and incumbent moved to another department as part of a reorganization
- To accommodate the transfer or demotion of an employee as part of an ADA accommodation
- Transfer as part of a formal settlement of a grievance or employment litigation
- Temporary/seasonal employment for less than 180 consecutive days
- Summer youth or similar grant funded programs
- Retiree re-employment based on temporary business need
- Internship opportunities
- Volunteer opportunities

Selection

The hiring manager shall establish relevant job-related criteria to evaluate candidates. Candidates must be evaluated solely on their qualifications (knowledge, skills, experience and education) and ability to perform the essential functions of the job. If the hiring department elects to use a test, simulation of job responsibilities, a case study or off the shelf assessments (i.e. personality, interest inventory, etc.) as part of their selection process they must present and receive approval from Culture Services prior to using. In most cases, the hiring manager shall conduct reference checks prior to extending an offer of employment.

Background Check

All candidates, including temporary employees, interns, volunteers, seasonal employees, and any other person performing work for the county, must successfully pass a background check appropriate for the position prior to commencing work with the county. People and Culture Services will conduct and store all background checks. Internal candidates that are selected to fill a vacancy shall have a new background check completed prior to starting in their new position.

Job Offer

Prior to posting a position, a hiring rate/range will be recommended by People and Culture Services if not already established. Pay ranges will provide guidance in

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making final salary decisions by providing a minimum and maximum salary allowed for each job. Factors to consider in making salary decisions, in consultation with People and Culture Services include: education/experience of new hire, budget constraints, internal equity, and market relevance. Appropriate business justification documentation must be submitted to the Deputy County Manager(s) or County Manager for approval of any offer that is fifteen (15) percent above the minimum of the pay range. The salary for an internal promotion or hire should be determined in the same manner as that for an external hire.

Documentation

All documentation related to the recruitment process must be forwarded to Culture Services within two (2) weeks of the conclusion of the hiring process. Culture Services will retain all recruitment documentation in accordance with federal and state record retention requirements.

Starting Date

A selected candidate's date of hire will be the first day he/she physically reports to work and, unless there are special circumstances, shall coincide with new hire orientation. An internal transfer's effective date begins when he/she assumes the responsibilities of the new position.

Falsification/Omission of application materials

Any falsification or significant omission of information on an application may result in refusal of employment or, if already hired, may result in termination of employment regardless of when the recruitment and selection for the position occurred.