



Valencia County Recruitment Process

SECTION IV RECRUITMENT AND SELECTION

Personnel Rules & Regulation As amended by Resolution #2006-2007

4.1 PURPOSE. It is the policy of the County to select and recruit the best qualified and the best-suited persons for all positions in an open and competitive manner, to ensure no discrimination and to ensure equal employment opportunity for all applicants and employees. The County will comply with all applicable federal and state laws and regulations.

4.2 RECRUITMENT OF APPLICANTS. The elected official or department director shall notify the County Manager and the Human Resources Manager of the position to be filled. The Human Resources Manager shall issue job announcements through such media deemed appropriate to ensure open and competitive recruitment of individuals outside of County service, with sufficient time to ensure reasonable opportunity for persons to apply. The Human Resources Manager may at his/her discretion submit announcements and receive all applications through the state Department of Labor Office. All publications for job announcements shall include reference to Valencia County as *"An Equal Opportunity Employer"*.

4.3 PUBLIC JOB ANNOUNCEMENTS EXCEPTION. Notwithstanding the provisions of these Rules requiring public job announcements, the following exceptions may apply. The Human Resources Manager will post the vacancy on the County bulletin board for five (5) days before outside recruitment announcements. Vacant positions may be filled by regular or probationary County employees without public announcement by use of an in-house job announcement provided the employee is qualified for the position. Vacant positions may be filled without public announcement by temporary employees on a temporary basis to replace regular employees on leave and pending the selection of a regular employee for a position or otherwise for a period not to exceed six months. Temporary employees currently working for the County may be hired to regular employment status through in-house announcements.

Employees with temporary status must apply through the public job announcement process along with all other outside applicants. Additionally, public advertisement for positions of the same title is required only one time during each six (6) month period, provided there is a sufficiently large pool of applications received through original advertisement to ensure competitive recruitment for such positions that are vacant within the six (6) month period.

4.4 BEST QUALIFIED AND BEST-SUITED APPLICANT DETERMINATION. The best qualified and best-suited applicant is determined by the elected official or department director based on minimum qualifications of education, experience, abilities, skills and past work experience as specified in written position specifications for each position. Personal interviews shall be conducted with at least three (3) applicants, or if less than three applications are received, all applicants shall be interviewed.

4.5 SELECTION. The elected official, department director or designated representative shall review all applications for positions in their departments and make his/her recommendation to the County Manager. Final appointment shall be made by the elected official/department director with approval of the County Manager based on the best qualified and the best-suited applicant for the position and the status of the County budget.

RECRUITMENT AND SELECTION - HR Recommendation

In order to ensure consistency and compliance in the recruitment and selection process, it is recommended the following steps, so we are able to increase efficiency in hiring and retention.

1. Department Director identifies vacancy and evaluates the need
 - a) Complete a Requisition Form - Must be signed by Dept. Director, County Manager, Finance Director, HR Director
 - b) New Position or Replacement – If is a replacement it must state who's ee is replacing
 - c) Title, Department, Salary, Status,
2. Job Description
3. Posting Internal or External (Advertising Resources). In order to post any positions, HR Director must have a sign Requisition Form
 - a) Internal (5 days)
 - b) External
4. Applications must be sent to HR department. Applications are only accepted for positions posted.
5. HR Department will forward pre-screen applications to Department Director
6. Department Director will screen applications after closing date

7. Conduct Interviews
8. Department Director must notify HR Director of selected applicant
9. Human Resources will conduct Reference Checks
10. HR Department will contact selected applicant and offer the position subject to pre-employment and instruct him/her of Pre-Employment requirements:
 - a) Drug Test
 - b) Pre-Employment Physical
 - c) Pre-Employment Orientation