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.8 Recruitment and Appointment

- **.8.2 Recruitment**

A. Purpose. The purpose of this Chapter is to attract, select, and promote qualified applicants without regard to race, creed, marital status, veteran or non veteran status, color, national origin, religion, sex, age (over 40), citizenship or disability, or any other characteristic protected by law.

B. Request for Recruitment. A department head shall notify the Personnel Department in writing, on the approved Recruitment Request Form of his or her intent to fill a vacant regular position.

C. State Merit System. The Child Support Services and Social Services Departments shall utilize the recruitment and selection procedures prescribed by the State Merit System.

- **.8.3 Personnel Director Coordination**

A. The recruitment and selection of persons for regular full-time and regular part-time positions are to be coordinated with the Personnel Department. Such coordination shall include, but not be limited to, the following:

1. Verification of a vacant allocated position (regular full-time and regular part-time);
2. Determination of the skills, knowledge and abilities needed to perform the duties of the position;
3. Method of recruitment;
4. Methods of selection of the most qualified persons to be interviewed for the position; and
5. The Recruitment/Hiring Procedures.

B. No payroll documents shall be approved by the Personnel Department if such coordination has not been accomplished.

- **.8.4 Recruitment/Hiring Procedures**

A. Position Authorization

1. Pursuant to County Code 03.040.050, a Position Allocation List shall be adopted, by resolution via the Board of Supervisors, for each department.
2. The Personnel Director or designee, upon the receipt of a Recruitment Request Form, shall ensure that an applicable vacant allocated position exists within the requesting department's Position Allocation List.

B. Announcements

1. Following the receipt of a Recruitment Request Form, the Personnel Department will advertise the approved vacancy.
 - a. A formal announcement of the vacancy will be published which shall include a description of the position, the minimum job qualifications, and the relevant testing criteria.
 - b. The position announcement will be published for a minimum of one (1) week, including advertising internally for five (5) working days within the county.
 - c. The Personnel Department will provide consultation to the hiring department in developing a recruitment plan. The County's Recruitment Request form and Recruitment Process Timeline document serves to facilitate this process.

C. Application Form(s)

1. All applicants shall complete an approved County application form and any other required documents as specified during recruitment.
2. Application packets may vary with the position sought and shall include all documents identified in the job announcement by the Personnel Director in consultation with the Appointing Authority; provided, that at a minimum an application packet shall include the Glenn County Application, a resume, and a Minimum Qualification Statement. Other requested materials may include: letters of recommendation, college transcripts, etc.

D. Screening

1. After the closing date for submission of applications, the Personnel Department will screen the application packets for completeness and satisfaction of the minimum job qualifications, including but not limited to relevant experience, education, training, skills, and other abilities relating to the position to be filled.
2. The Personnel Department will determine which of the applicants are deemed qualified and eligible to move to the next step in the recruitment process.
3. An applicant pool must possess a minimum of three (3) qualified applicants in order to be certified by the Personnel Department. When the number of applicants meeting the minimum qualifications for the position is less than three (3), the Personnel Director, after consultation with the Appointing Authority may:
 - a. Cancel the recruitment entirely; or
 - b. Modify the conditions of the recruitment.

E. Disqualifications.

1. The Personnel Department may reject an application or subsequently refuse to certify an applicant who:
 - a. Does not possess the minimum qualifications established for the position;
 - b. Is physically or psychologically unfit for the satisfactory and safe performance of the duties of the position including addiction to narcotics or drugs or habitually using intoxicating liquors;
 - c. Has been dismissed for good cause from public service;
 - d. Has used or attempted to use any personal or political influence to further eligibility or appointment;
 - e. Is engaged in and would refuse to discontinue employment, activity, or enterprise which, if continued

while a County employee, would be incompatible and conflicting with County duties;

f. Has practiced or attempted to practice any deception, fraud or omission of a material fact in the application or examination, or in securing eligibility for appointment;

g. Has been convicted of a criminal offense involving moral turpitude. The word "convicted" shall be construed to mean a conviction by a verdict, by plea of guilty or nolo contendere or upon a judgment of the court, a jury having been waived, without regard to subsequent disposition of the case by suspension of sentence, probation or otherwise. The word "moral turpitude" shall be construed to mean any act of baseness, vileness, or depravity, or any act done contrary to justice, honesty, modesty, or good morals, or any act done with deception or through corrupt motives;

f. Has been convicted of a crime other than a parking violation or an infraction with a penalty of less than \$50.00.

F. Examinations/Testing

1. When necessary, selection procedures shall include tests for proficiency. All selection criteria shall be established prior to reviewing applications.

2. All tests, whether written or electronic must be reviewed and approved by the Personnel Department prior to use.

3. Each applicant will be notified by mail of his/her test results and, if successful, of his/her final grade.

G. Hiring Screening Panel

1. The Appointing Authority will select and appoint the members of the Hiring Screening Panel (?panel?) and will work closely with the Panel to develop screening criteria and an approved list of questions to be used during the interview process. Screening Criteria and Questions shall be developed prior to screening applications.

2. The panel will be composed of a minimum of three (3) members, all qualified by education and/or experience, to evaluate the job applicants' qualifications for the posted position. It is recommended to structure panels so that they are diverse in terms of gender, ethnicity, and disability. The panel may be composed of employees and other industry professionals, as deemed appropriate by the Appointing Authority. The Appointing Authority may either appoint a panel chair, or, in the absence of an appointment, the panel may self-vote a Chair. The Chair is responsible for coordinating the panel process.

3. The panel shall be unbiased and are required to demonstrate objectivity, fairness, and equality of treatment for all applicants.

4. The Screening process is broken into two (2) categories: Paper Screening (determining who to interview) and the Oral Interview.

5. Before the Screening Process commences, the panel will be provided an orientation regarding the review criteria for the selection, the minimum requirements for the position, the duties and responsibilities of the position, clarification of the interview questions, the interview standards, and application of those standards, rating procedures, and use of the ranking worksheets.

6. Personnel Department approved ranking sheets will be used by the panel.

a. All applicants will be provided with a ?GLENN COUNTY CONVICTION RECORD? form at time of oral interview. The form will have an attached stamped envelope with instructions for the form to be completed and mailed to the Personnel Department.

b. A recruitment may require more than one interview by the same or different panels before the top applicants are selected.

c. The panel will assign each applicant an overall rating in relationship to all others after the interviews are completed and certify the top rated applicants to the Appointing Authority for consideration and appointment. The panel must forward a minimum of two (2) names and a maximum of five (5) names to the Appointing Authority.

d. The Appointing Authority may interview applicants certified by the panel or repeat the interview

process.

e. All phases of the hiring process are confidential. Each member of a panel will accept the responsibility for maintaining confidentiality.

H. Duration of Eligible Lists.

1. County may establish lists of eligible candidates for County positions. Such lists shall remain active for six (6) to twelve (12) months unless depleted sooner. A list may be considered depleted when there are less than five (5) viable names on the list. A candidate may be considered as nonviable for purposes of determining whether a list has been depleted if one or more of the following situations exists:

a. Candidate has declined to interview or failed to appear for interview for the position in question;

b. Candidate has been interviewed by the Panel and/or Appointing Authority previously, and has been determined to be an inappropriate choice for that department;

2. Notwithstanding the above, the Personnel Director may declare a list as exhausted if three (3) or more persons on the list have been selected for County employment. The Personnel Director may extend an eligible list on a month to month basis, for an additional six (6) month period, not to exceed twelve (12) months.

I. Reference Checks

1. Prior to making a conditional offer of employment to an acceptable applicant, the appointing authority will obtain a minimum of two references from previous employers or other persons in similar positions of authority approved by the Personnel Director.

.8.5 Post-Offer/Pre-Employment Medical Examinations

A. A medical examination may be required of all new regular employees. The Personnel Director shall maintain a list of those classifications for which a medical examination shall be required of all newly hired employees. This list may be modified by resolution of the Board of Supervisors as necessary.

B. The standards of such medical examination, which shall include a chest x-ray or tuberculin skin test, shall be prescribed and determined by the physician appointed by or contracted with the County to conduct such examinations. The prospective employee may have the health examination by such physician without charge.

C. The results of the medical examination must be received by the Personnel Department before employment begins.

D. In all cases the physician shall determine whether the employee meets prescribed county medical standards.

.8.6 Fingerprints

The department head may require the taking of fingerprints of new employees as a condition of employment.

.8.7 Appointment

A. Minimum Qualifications. Department heads shall only appoint persons to regular county positions who meets the minimum employment standards stated in the class specifications.

B. Examinations. When an examination has been given, department heads shall only appoint persons who have successfully passed the examination.

C. Under filling a Position. In cases of recruiting difficulty an appointment may be made at a lower level classification than that allocated.

D. Appointment Form. Appointment shall be made in writing on approved County Appointment forms.

E. Processing Forms. All completed forms shall be sent by the department head to the Personnel Department for verification and approval at least one week prior to the first day of appointment, unless otherwise arranged. A copy of the appointment form shall be forwarded to the Department of Finance by the Personnel Department.

F. Candidates, who participated in the oral screening process(s), not selected will also be notified promptly in writing or by other appropriate means if the appointment is by internal promotion, by the Appointing Authority.

G. Employment of Relatives. A person may not be employed by the County in any department when such person is a parent, spouse, child, brother, sister, grandparent, grandchild or in-law of the department head. No person shall supervise a person in such a relationship.

.8.8 Limited Term

A. A Limited Term Employee shall have all the rights, benefits, and responsibilities of, and shall be subject to the same rules, ordinances, and policies as a Regular Employee, except as follows:

1. A Limited Term Employee who is not a current member of CalPERS. and whose term is established at less than six months shall not be eligible for CalPERS retirement or for any County provided insurance until the employee has worked 1,000 hours (Government Code § 20336).
2. A Limited Term Employee shall not earn seniority.
3. A Limited Term Employee shall be automatically terminated, with no rights under the layoff provisions of Section 10.10.04, when the allocation for the limited term position ends.

B. Should the Limited Term Position be converted to a Regular Full Time or Regular Part Time Position the incumbent must compete for the Regular Position with other qualified applicants as provided for in Chapter 10.8, this Manual.

.8.9 Probation

A. Probationary Period. Employees entering county service by appointment to a regular position shall be required to serve a probationary period of 1040 working hours (pro-rated for regular part-time employees) of employment. Employees who are employed as peace officers, as defined in Section 830.1 of the Penal Code, in the District Attorney's, Marshal's and Sheriff's office shall be required to serve a probationary

period of 2080 working hours (pro-rated for regular part-time employees), commencing on the effective date of employment. Employees in the classifications of Sheriff's Jailer, Jail Corporal, Correctional Sergeant, Emergency Dispatcher, Juvenile Hall Counselor I & II, Deputy Probation Officer, Senior Deputy Probation Officer, and Sheriff's Support Services Supervisor shall also serve a probationary period of 2080 working hours (pro-rated for regular part-time employees). A department head may extend the probationary period of an employee for reasons of performance for an additional period not to exceed 1040 hours (pro-rated for regular part-time employees), by notifying the employee in writing with a copy of the notice to the Personnel Director prior to the expiration of the probationary period. Under no circumstances shall an employee serve a probationary period greater than 2080 working hours (pro-rated for regular part-time employees).

B. No Right to Appeal. A probationary employee may be separated from county service at any time during the probationary period without the right of appeal.

C. Absence. Any absence from work shall cause the employee's probationary period to be extended by the number of hours of such absence. Such absences shall be cumulative during the probationary period. The extension of the probationary period shall be based on the number of hours of such absence. Absences because of holidays and because of authorized sick leave up to 96 hours shall be excluded from this subdivision.

D. Promotions. All employees serving in a regular position who are promoted to a position in a classification with a higher salary range shall serve a probationary period of 1040 working hours (pro-rated for regular part-time employees) from the date of promotion.

E. Return to Previous Position. If an employee is not recommended for regular status because of inability to perform the duties of the position, he or she shall be entitled to return to the previous position if vacant or held by another probationary employee. If he or she is not recommended for regular status for any other reason he or she shall not be entitled to be restored to the previous position.

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