

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: JOB OPENINGS	DATE APPROVED: 1/22/09	EFFECTIVE: 2/2/09	POLICY NO. 306
		REPLACES:	306 OF 9/1/05

New Positions

For creation of a new position, the following documents must be forwarded to the Human Resources Department: 1) a job description which accurately defines the essential functions of the new position, and 2) a completed job analysis questionnaire which accurately captures all of the necessary functions of the position. The Human Resources Manager will review the documents and score the position for accurate placement on the appropriate salary scale.

After this position has been evaluated and discussed with the requesting Department Head, the following documents must be submitted to the Human Resources Department:

- a job requisition to post the vacant position with any instructions about advertising, etc.
- a copy of the approved job description
- a completed hiring freeze waiver form with appropriate documentation to support the addition of the position, if applicable

Once the properly completed documentation is received by the Human Resources Department it will be forwarded to the County Administrator, or his/her designee, for review and presented to the Board of Commissioners for further action. All new positions shall require approval by the Board of Commissioners. If approved, the job requisition and other documents will be returned to Human Resources and posted accordingly.

Vacant Positions

To fill a vacant position the following documents must be forwarded to the Human Resources Department: 1) a job requisition to post the vacant position with any instructions about advertising, etc. 2) a copy of the job description, and 3) a completed hiring freeze waiver form with appropriate documentation to support filling the vacant position, if applicable.

Once the properly completed documentation is received by the Human Resources Department it will be forwarded to the County Administrator, or his/her designee, for review. If approved, the job requisition will be returned to Human Resources and posted accordingly.

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Hiring Freeze

If the Board of Commissioners implements a Hiring Freeze, the following procedure shall be required in addition to those outlined above:

1. No County Department shall hire any person to fill any vacant position, unless the position is fully 100% grant funded.
2. No associated savings from the vacancy or hiring freeze may be spent unless approved by the Administrator/Controller.
3. Waivers may be approved by a Hiring Freeze Waiver Review Committee consisting of the Administrator/Controller, the Assistant County Administrator, the Human Resources Director, and the Finance Director. In the event that a Hiring Freeze Waiver request has been submitted by a committee member for their own department, the member shall be excused from participation. This exclusion does not apply to the Administrator/Controller.
4. Prior to submitting a waiver, the Department Head or Elected Official shall analyze the possibility of a reorganization. If a reorganization is not possible, the Department Head or Elected Official must indicate the applicable reasons on the Hiring Freeze Waiver Form, along with the other information requested.
5. The Review Committee will consider, among other things, the following aspects of each vacancy:
 - Impact on operations and budget if not filled or if hiring is delayed
 - Ability of department to receive assistance from other departments during vacancy
 - Ability to reorganize the department to meet workload demands

The Hiring Freeze Waiver Review Committee may seek additional information from the Department Head or Elected Official if needed.

6. All positions shall remain vacant for a minimum of 60 days, while some may remain vacant for a longer duration. The Hiring Freeze Review Committee will determine, by consensus if possible, the duration of any freeze/delay. The Administrator/Controller will retain final authority to determine the duration of the vacancy.

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Posting/Hiring

Provided that the Board of Commissioners has allocated funds to fill a new position or vacancy, and any applicable hiring freeze restrictions have been waived or exhausted, the posting and hiring procedures are as follows:

1. The Human Resources Department will post the position internally in the human resources office and other employee bulletin boards, on the County intranet, and on the County website if applicable. External advertisements will be placed, as needed, in the appropriate publication(s) and websites.
2. The Human Resources Department will ensure all postings are in compliance with Board Policy 315, Equal Employment Opportunity Policy.
3. All applications, resumes and letters of interest will be submitted to the Human Resources Department; accepted through the specified deadline; and tracked for EEO purposes.
4. All applicants will be logged into an applicant tracking system. Minimum qualifications will be determined pursuant to the job description on file with the Human Resources Department. All applications meeting the minimum qualifications and the applicant tracking log will be forwarded to the requesting Department Head.
5. The requesting department will review the applications, resumes and letters of interest and select candidates for interviews. Upon request, the Human Resources Department will assist the hiring department with generation of interview questions.
6. The requesting department will schedule and conduct interviews for the open position. Upon request, the Human Resources Department will assist with this process.
7. The requesting department will select the candidate to whom they would like to offer the position.
8. The requesting department will conduct the necessary reference checks. Upon request, the Human Resources Department will assist with this process.

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9. The selected candidate must complete a criminal history check release form in order for the Human Resources Department or the requesting department to complete the criminal history check.
10. Upon receipt of satisfactory reference checks, the requesting department or the Human Resources Department will make the offer of employment to the candidate contingent upon a clear criminal history check. Certain Departments require additional pre-employment screenings/tests pursuant to department policy and/or licensing regulations.
11. The requesting department or the Human Resources Department will send the candidate an official offer of employment letter. If the offer letter is sent by the requesting department, a copy must be sent to the Human Resources Department for placement in the employee's personnel file if the candidate accepts the position. The wages in the offer letter must be consistent with the Board of Commissioners Policy #340 or the applicable collective bargaining agreement.
12. After receiving a clear criminal history check (and, for certain Departments, obtaining a negative pre-employment drug screen result, acceptable physical examination, acceptable LEIN check and clear TB test result) the candidate may start work as agreed upon.
13. The requesting department will complete the applicant tracking log with the appropriate disposition codes, and return it to the Human Resources Department along with the letters of interest, applications and resumes of all candidates.
14. Applications will be kept on file at the Human Resources Department for a period of one (1) calendar year and will be destroyed after the retention period.

The Board of Commissioners encourages all departments to utilize the Human Resources Department throughout the hiring process in order to ensure compliance with federal and state laws and county policies.