

RECRUITMENT, SELECTION & APPOINTMENT

A. RECRUITMENT

1. Purpose.

a. It is the purpose of recruitment to provide equitable and effective means for bringing competent employees into County service. The effective accomplishment of this purpose involves the following:

1. Public announcements of vacancies so that all who are interested may make application.
2. Creation of tests and testing procedures in order to determine the ability of applicants to perform the work in a satisfactory manner.
3. The certification of qualified applicants to fill vacancies.

b. Position Creation.

All County positions, except temporary or seasonal positions, shall first be approved by the County Board via the Policy for Position Creation Form.

2. Vacancy.

An appointing authority, immediately upon becoming aware that any position in his/her department is vacant or is to become vacant, shall give the Human Resources Director written notice and state whether or not he/she desires to fill the position. If the position is to be filled, the appointing authority shall review the position description and classification with Human Resources for accuracy and appropriateness. If changes are needed, Itasca County policies and procedures shall be followed.

3. Internal Job Opportunities.

a. Human Resources, upon notification of a vacancy by the appointing authority, shall prepare and post the position on an internal basis for five (5) working days and/or as provided by applicable collective bargaining agreement.

The internal open competitive process county wide for employees will run concurrently with the internal posting, (refer to 4. Internal Open Competitive Process County Wide for Employees).

Should the hiring authority request and the Human Resource Director agree, the open competitive process may begin simultaneous to the internal posting.

The vacancy will be posted on the County's website and official bulletin board in the Administrative Services Department and other designated areas in the Courthouse and/or other County buildings.

b. The Human Resources Director will maintain an Eligibility List of interested employees for each posted position vacancy. An employee's current position will not be jeopardized by expressing interest in a position vacancy.

c. In the event no employees are eligible for appointment or reinstatement from layoff, the open competitive process will be initiated. (Unless it was initiated simultaneous to the internal process.)

4. Internal Open Competitive Process County Wide for Employees.

All County employees, as of the first date of hire, will have the opportunity to compete for a vacant position regardless of what union the position is a member of. If a vacancy is not filled on an internal basis, the position may be filled by employees who meet the requirements for the job via the internal open competitive process county wide and provided the appointing authority determines the filling to be in the best interests of the County. This opportunity does not displace seniority requirements of the collective bargaining agreement (cba) covering the position and rights applicable to employee members of that cba that apply on an internal basis.

5. Open Competitive Job Opportunities.

If a vacancy is not filled on an internal basis and the appointing authority has received authorization via County Board approval to fill the vacancy and no current Eligibility List exists for the position (refer to B. Selection Process), the vacancy will be advertised on an

open competitive basis for seven (7) calendar days or longer as determined by Human Resources and the appointing authority.

The vacancy will be posted on the official bulletin board in the Administrative Services Department and other designated areas in the Courthouse and/or other County buildings. In an effort to inform the public of jobs available in Itasca County Service, public announcements or advertisements of vacancies will appear on the County's website and in the official newspaper of the County (currently GRAND RAPIDS HERALD REVIEW or as approved by the County Board) and may appear in:

- a. Other newspaper services (NOTE: could include county and non-county)
- b. Department of Jobs and Training, Grand Rapids
- c. Itasca County Social Services Dept.
- d. Itasca County Veterans Service Department
- e. Leech Lake Reservation
- f. Radio stations
- g. Professional trade journals
- h. Colleges and/or placement offices
- i. Public and private employment agencies
- j. Electronic job boards, i.e. Governmentjobs.com

a. Temporary and/or Seasonal Employees

1. Temporary and/or Seasonal positions shall be established at the discretion of the appointing authority within the confines of their budget. When seeking qualified temporary and/or seasonal applicants, existing eligible lists may be used or the County's temporary services contract vendor.

2. All County positions, when on the County's payroll, shall be filled in accordance with the Recruitment, Selection and Appointment Policy.

3. Department heads are responsible to comply with all laws regarding public employee status including compliance with M.S. 179A.03, Subd. 14, as amended.

6. Application Procedure.

Each applicant for a position with Itasca County shall make application on forms (electronic, paper, or as otherwise determined) approved by the Human Resources Director.

Applicants must comply with all requirements in any way affecting employment in the position for which they apply. The Human Resources Director may require the presentation of certificates, licenses, or other forms of evidence of special qualifications, when necessary. Fraudulent information on the application will be cause for immediate dismissal of the applicant or employee, regardless of length of service and performance. All applications and related materials, upon submission to the Human Resources Director, shall be maintained by Human Resources.

a. Rejection of applications.

Applications for positions may be rejected by the Human Resources Director for any of the following reasons:

- 1) Lack of minimum specified qualifications
- 2) Fraudulent statements
- 3) Unsatisfactory reference/background investigation
- 4) Incomplete application
- 5) Attempted bribery or political pressure to obtain an advantage in the examination or appointment
- 6) The applicant has directly obtained information about the examination he/she was not entitled to
- 7) Not properly prepared or presented application.

b. Retention period of application.

Applicants shall remain on the eligible list for a period of one year unless the list is depleted, abolished or extended and provided the applicant meets the qualification requirements of the position for which he/she has applied.

c. Examinations.

The selection process may consist of one or any combination of the following methods: ability tests, achievement tests, performance tests, experience and training ratings, oral tests, evaluation of daily work performance, physical agility tests, work samples and/or methods chosen which will evaluate only those criteria necessary to perform in the position.

The Human Resources Director shall provide for, formulate and hold competitive examinations as required to determine the qualifications of persons seeking employment and/or waive examination on a case by case merit basis.

Itasca County supports promotions from within. Qualifications, past performance, ability and seniority are possible considerations in the selection process. Current employees who are competing for County positions are excused from their regular duties without a reduction to their regular hours in order to participate in testing that is scheduled during their scheduled work hours. Participation can include, commute time to the testing site, taking a written test, interview (oral test) or pre-placement evaluations. Employees must give advance notice to their supervisor of anticipated time needed to compete for County positions. No overtime will be incurred as a result of competing for County positions.

d. Retest Policy.

If an Eligibility List is re-posted to accept additional applicants (same exact job posting as originally posted), an applicant who did not take or failed the test during the initial recruitment process will be allowed to compete for the re-posting by completing a new job application and the test. Retest will only be allowed once in any six (6) month period.

e. Transfer of Test Scores.

For up to one (1) year of passing a test, the applicant's test score may be transferred to successive use of the test to create a new eligibility list. The transfer of test score must be submitted in writing by the applicant. If no written request for transfer of test score is supplied by the applicant, the applicant will test anew and the resulting test score will be applied in the creation of the new eligibility list.

There will be no transfer of test score after one (1) year of passing the test.

If a test* has changed and a new test has been created, for a specific position, said applicant who originally tested will not be allowed to transfer his/her test scores, but will need to retake the new test.

*Some tests are broken down into **"Parts."** (i.e. Part I, Part II, etc.) If only a **"Part"** has changed -then that **"Part"** would need to be

retaken and not the entire exam. This ruling would apply to all "Parts" that change on an exam. If the exam is not broken down into "Parts", then the entire exam would need to be retaken if changes did occur in the exam.

f. Rights of Applicants.

All applicants shall be informed as to their score on the job application per the Training & Experience Rating. If the applicant objects to the score, he/she must appeal by notifying the Human Resources Director in writing within ten (10) business days of notification of their eligibility. It shall be the responsibility of the Human Resources Director to investigate the objection and respond in writing to the applicant. Admission to an examination, restoration to a register, or correction of an examination rating resulting from an appeal shall not affect a certification or appointment that may have already been made. The recruitment and selection process continues during the ten (10) day appeal period.

B. SELECTION PROCESS

1. Establishment of Lists and Types of Lists.

a. ELIGIBILITY LISTS. Eligible applicants will be ranked on the Eligibility List on the basis of the rating obtained in the competitive examinations; the names of eligible applicants shall be placed on lists in the order of their final rating beginning with the highest, except as modified by Veteran's Preference. All applicants shall be notified in writing of their eligibility or ineligibility.

Two types of Eligibility Lists shall be compiled by Human Resources.

1. OPEN COMPETITIVE LIST.

Listing of all applicants by class for County employment.

2. INTERNAL LIST (INCLUDES APPLICANTS VIA INTERNAL OPEN COMPETITIVE PROCESS COUNTY WIDE FOR EMPLOYEES).

Listing of current County employees, or on leave, or layoff interested in another position within County employment.

(Eligible applicants on internal eligibility lists will be referred in conformance with existing and relevant collective bargaining agreement language and/or in the best interests of the County.)

b. ABOLISHMENT OF LIST. Eligibility Lists shall remain in force for one (1) year unless depleted before that time or abolished by the Human Resources Director. Depletion would occur if there was not a pool of eligible applicants on the list from which to make a selection of the best fit for the job. In addition, the Human Resources Director may abolish the list for any of the following reasons: direction of the County Board; change in personnel procedures; written request from the appointing authority with provision of adequate documentation of the reasons.

The Human Resources Director may extend the length of applicability of eligible lists for an additional one (1) year if there is a sufficient pool of eligible applicants on the list from which to make a selection of the best fit for the job.

c. REMOVAL FROM LISTS. An applicant's name may be removed from a list of eligibles by the Human Resources Director for any of the reasons provided in this policy. Individuals removed from the list shall be notified in writing. Objections for removal may be appealed to the Personnel Board of Appeals.

C. CERTIFICATION PROCESS & APPOINTMENT PROCESS.

The Human Resources Director shall refer finalists from an eligible list to the appointing authority. The appointing authority shall select the candidate for the position.

1. Internal. In the case of an internal appointment with existing and relevant collective bargaining agreement language regarding internal appointment, the Human Resources Director shall certify the finalist in conformance with the collective bargaining agreement language.

In the case of an internal open competitive county wide appointment and there is no existing and relevant collective bargaining agreement language regarding internal appointment, the Human Resources Director and appointing authority shall determine the number of applicants to be

certified as finalists prior to posting the vacancy. If a tie occurs of applicants with a final rating/score that is included in the certified group, all eligibles with that tied final rating/score shall be included in the certified group.

2. New Hires. Provided there is no employee eligible for reinstatement or from the internal posting, the Human Resources Director and appointing authority shall determine the number of applicants to be certified as finalists prior to posting the vacancy. . If a tie occurs of applicants with a final rating/score that is included in the certified group, all eligibles with that tied final rating/score shall be included in the certified group.

3. Incomplete Eligibility List. If there are fewer names on the Eligibility List than the number of names that must be considered as finalists to a vacancy as provided herein, the Human Resources Director may determine that the existing Eligibility List is a complete certification for consideration by the appointing authority. The appointing authority may elect to appoint from such names as are available.

4. Reference/Background Check. When the appointing authority has made a decision to offer a position to an applicant(s), Human Resources will then perform a complete and thorough reference/background check on that applicant(s) before making the final hiring decision.

Applicants who are interviewed must complete the "Authorization for Release of Data" form in order for Human Resources to perform a reference/background check.

The Human Resources Director shall establish whatever references and investigation requirements are deemed appropriate to determine the candidate's ability, previous employment history, education, licensure, etc.

When reference/background check(s) are completed, Human Resources will communicate the information to the appointing authority and then the appointing authority can proceed to make his/her hiring decision to offer/not offer the job.

5. Appointment and Notification. All qualifications being equal, residents or employees of Itasca County shall be given preference over out-of-county persons; after hiring a

non-county resident, the employee shall not be required to become a resident of the county except where determined necessary per the job.

Human Resources shall notify the candidate selected for appointment in writing. The notification shall include the employment date, starting times, and salary. Human Resources shall notify candidates not selected in writing.

6. Failure to Report. Failure of a candidate to report at his/her designated starting date and time shall be considered sufficient cause for removal from the list of eligibles. Upon written notice from the appointing authority that a person has failed to report or had declined appointment, the Human Resources Director shall certify the person next in order on the list, if necessary.

7. Waiver of Consideration. A waiver of consideration is allowed if, 1) because of sickness, physical disability, or otherwise, the eligible candidate at the time of receiving such certification and/or appointment is not reasonably able to report; or 2) if the candidate wishes to remain on the list but does not wish to be considered for the current opening.

8. Removal of Names from Eligibility List. The Human Resources Director may remove the name of an applicant from an Open Competitive or Internal Open Competitive County Wide Eligibility List for the following reasons, which are illustrative and not intended to be exhaustive:

- a. Has declined an appointment under such conditions as the eligible applicant previously indicated was acceptable.
- b. Has declined to interview for a position for which the applicant was considered.
- c. Has failed to respond within five (5) business days to any inquiry from Human Resources regarding availability for appointment.
- d. Has been considered for appointment three (3) times from an Eligibility List by three (3) different hiring authorities, or three (3) times by one hiring authority, and not appointed.

- e. Is found to lack any of the pre-employment process requirements established for the job.
- f. Is so disabled as to be rendered unfit for the proper performance of the essential duties of the job despite reasonable accommodation.
- g. Is habitual user of controlled substances.
- h. Has been convicted of a crime which has some relationship to the applicant's ability to do the job or which may compromise the safety, security or property of Itasca County's workplace. An applicant with such a history may be considered for employment if the applicant has shown sufficient evidence of rehabilitation. Such an applicant may not be considered for a law enforcement position pursuant to M.S. 364, as amended.
- i. Has been previously dismissed from Itasca County employment or who has resigned in lieu of disciplinary action from any Itasca County position.
- j. Has made a false or misleading statement or omitted any material fact on a current or previous employment application.
- k. Has used or attempted to use political pressure or bribery to obtain an advantage in the examination or appointment.
- l. Has directly or indirectly obtained information about the examination to which the applicant was not entitled.
- m. Has taken part in the compilation, administration or correction of the examination.
- n. Has used or attempted to use collusion or deceptive practices while participating in the exam process.

In addition, the appointing authority may request that the Human Resources Director remove a name from the Eligibility List for any of the above reasons. Such request shall be in writing and provide adequate documentation of the reasons.

A disqualified applicant shall be notified of such action in writing to the last-known address (email or US Post).

D. NEPOTISM

1. Relatives of County department heads and their employees or persons who live with each other and consider themselves or represent to others a relationship situationally similar to being married ["Person(s)"] may not be employed, promoted, or engaged to perform services within the same department where one relative/Person(s) will or may exercise or directly influence the recruitment, employment, salary, fees or performance review of another relative/Persons except by a majority vote of the full Board. Relatives shall be defined as individuals related by blood or marriage and include the following: spouse, parents, sons, daughters, brothers, step-children, sisters, grandparents, in-laws, uncles, aunts, nieces or nephews, or other relationships which may pose a conflict of interest as determined by the Human Resources Director.

a. For the purpose of this section, the term by majority vote of the full Board shall mean all members voting in the affirmative except those members with which a conflict of interest may or would exist.

b. When voted by majority vote of the Board the relative/Person(s) hired, promoted or engaged to perform services will not have a direct reporting relationship to the related County department head or employee. The Department Head will charge another supervisor within the department with responsibility for the direct reporting relationship.

2. TRANSFERS. The rule stated above supersedes any and all language associated with transfers.

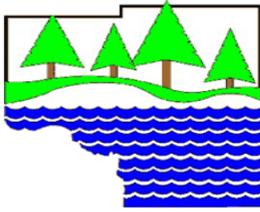
3. This rule does not apply to existing employees hired prior to the effective date of this policy.

E. REFERENCE INFORMATION PROVIDED BY ITASCA COUNTY APPOINTING AUTHORITY

All professional work related reference check inquiries directed to the County for response on behalf of the County shall be forwarded to Human Resources to respond per the Minnesota Government Data Practices Act, M.S. 13,43, as amended.

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Board Approved: 11/01/1996; 6/23/1998; 8/25/1998; 06/23/2009;
5/24/2011; 11/27/2012; 12/11/2012; 3/26/2013; 8/27/2013



**ITASCA COUNTY
BOARD OF COMMISSIONERS**
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

August 27, 2013
Regular Meeting

REQUEST FOR BOARD ACTION RBA-2013-283

DEPARTMENT: Administrative Services

PRESENTER: Trish Klein

TIME REQUIRED:

AGENDA ITEM:

Updated Recruitment Policy

BOARD ACTION REQUESTED:

Approve an update to the Recruitment, Selection and Appointment Policy so that the number of finalists interviewed for internal open competitive county wide vacancies shall be determined prior to posting a vacancy by the Appointing Authority and the Human Resources Director.

BACKGROUND:

This process shall be used when there is no existing and relevant collective bargaining agreement language regarding internal appointment. This language was already included as part of the requirements for new hires. Updating this policy will make it consistent for all vacancies whether they are filled internally or externally.

ITEM HISTORY:

History:

08/20/13 COUNTY BOARD
NEXT: 08/27/13

RECOMMENDED FOR CONSENT

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION:

- recruit08-27-13 (DOCX)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rusty Eichorn, District #4
SECONDER:	Terry Snyder, District #2
AYES:	Tinquist, Snyder, Trunt, Eichorn, Mandich