



Grant County, Washington Policies & Procedures

POLICY NUMBER 300

Recruiting & Hiring

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301 – Job Descriptions

Job descriptions are designed to outline essential functions, primary duties, accountabilities, minimum qualifications and job scope. It is our expectation that each employee will offer his/her services, within the approved scope of the job's responsibilities, and other duties as assigned. Job Descriptions are maintained through the Human Resources Department and copies are available in each office or department.

302 – Recruitment

Grant County encourages promoting from within the organization but strives to fill the position with the most qualified and experienced individual. All applicants must meet the minimum qualifications and essential functions described in the Job Description prior to the date of regular appointment. The County reserves the right to seek qualified applicants outside the organization at its discretion.

303 – Job Announcements/Postings

- 303.1 The hiring authority will initiate a Grant County Job Posting for any approved vacant position within the County. The Human Resources Department oversees this process.
- 303.2 The Job Posting will generally include: the title and salary range of the position; basic functions and nature of the job; specific skills, training and/or experience required to perform the job; location of the work; where to apply and receive information; and a closing date. The hiring office or department will determine the scope for external announcements. The Human Resources Department will distribute job postings for internal positions. A reasonable effort will be made to post position openings internally prior to external notices and/or advertising; however the County reserves the right to seek qualified applicants outside the organization at its discretion. At the hiring authority's discretion, the job may be posted within the office/department only. Except in the case of "emergency hire" situations, position openings will be posted and/or advertised a minimum of five (5) working days prior to the closing date.
- 303.3 Direct Appointment: In certain circumstances it may be allowable to place an employee in a position without competitive recruitment when there is a business necessity, such as department reorganization, accommodation, or demotion. These exceptions will be reviewed by the Director of Human Resources and brought to the Board of County Commissioners for final determination.

304 – Emergency Hire

Under unusual circumstances, an "emergency hire" may be necessary and is subject to the recommendation of the Director of Human Resources and approval by the Board of County Commissioners. In "emergency hire" situations, no announcement needs to be

posted; rather, an employee is temporarily appointed to the position during the term of the emergency. Once the emergency situation has been resolved, the position will be posted as above (see Section 303, Job Announcements/Postings).

305 – Pre-Employment Testing

Depending upon the skills required by a position, as determined by the employer, applicants may be required to submit to physical, written, and/or oral examinations. Additionally, as determined by the employer, some positions may require pre-employment drug screening and/or criminal background checks.

306 – Background Check(s)

- 306.1 Grant County may determine that a criminal history records check is required for all candidates of specific positions, when information as to a candidate's criminal history is job-related to the position being sought. The determination will be made on the basis of the particular requirements of the job, the employer's business necessity, and applicable federal and state laws.
- 306.2 Grant County is an equal opportunity employer and does not discriminate on the basis of race, sex, age, national origin, religion, disability, genetic information, or any other characteristic protected by federal, state or local laws.
- 306.3 When a criminal history record check is required, the Human Resource Department will request that the internal or external applicant for the position provide written authorization for the background investigation using the company-provided form and will conduct the check. The process will inquire only about convictions and probationary status, if any, and not about arrests, unless required by applicable law.
- 306.4 Human Resources will provide the results of the criminal history record check to the appropriate management personnel for a determination as to the candidate's fitness for the position.
- 306.5 Criminal history disqualifying factors: The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant, or to transfer or promote the internal applicant:
 - 306.5.1 The nature of the crime and its relationship to the position;
 - 306.5.2 The time since the conviction;
 - 306.5.3 The number (if more than one) of convictions; and

306.5.4 Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the County, its employees or its customers and vendors.

306.6 In accord with applicable laws, including the federal Fair Credit Reporting Act, the applicant will be given an opportunity to review the criminal background check results and submit an explanation. If an applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment. If an employee seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the employee may be immediately discharged.

307 – Selection and Hiring

307.1 The selection method will include evaluation of job-related knowledge, interpersonal skills, skills, abilities, experience, education, training, certification, aptitude, and character. When appropriate, a specific selection process may be outlined in the Job Posting.

307.2 A Grant County Application for Employment is required for all applicants for any position. The hiring authority will determine the interview process, which may vary based on the position and/or circumstances. Applicants not selected for an interview may not necessarily be contacted. Upon completion of the interview process, the hiring authority will determine the best qualified candidate for the position. The hiring authority will make a verbal offer to the successful candidate. Once the position has been accepted, the remaining candidates interviewed for the position will be notified in writing.

307.3 It is the policy of Grant County to only accept applications/resumes for specific open positions. We do not accept unsolicited resumes and/or applications.

308 – Civil Service Positions

The Civil Service Secretary/Chief Examiner administers the recruitment and application process for Civil Service positions. Civil Service positions include deputy sheriffs and other employees of the Sheriff's Office with the exception of the Sheriff, certain appointed staff positions and any special deputies.

309 – Volunteers

309.1 General: It is Grant County's policy to permit the use of volunteers to perform certain functions within County government.

309.2 Use of Volunteers: Grant County may use the services of persons who volunteer for public service or humanitarian purposes. It may also use the services of persons who volunteer to perform activities which, due to

budgetary and other considerations, may not be completed and/or performed by regular employees in the normal course of their work at the County; volunteers may perform services for the County and/or augment the work of staff.

- 309.3 Expectations of Volunteers: Volunteers, although unpaid, are considered to be employees of Grant County and are subject to the same expectations of behavior and conduct. The hiring authority is required to complete appropriate employee orientation for all volunteers.
- 309.4 Consult with Human Resources: Assigning volunteers to complete tasks normally completed by employees covered under collective bargaining agreements may not be appropriate. The hiring authority is required to review such assignments with Human Resources prior to assignment.
- 309.5 Compensation and Coverage:
- 309.5.1 Volunteers are not paid for their time;
 - 309.5.2 Volunteer activity must be entered into without promise or expectation of compensation or future employment, but solely for public service;
 - 309.5.3 Volunteers are not covered by the County's employee health insurance or related benefits;
 - 309.5.4 Volunteers are covered by the County's Labor and Industrial insurance while serving as volunteers.
- 309.6 County Liability for Volunteers: Grant County does not assume liability for the acts or omissions of volunteers. County departments and offices using or considering using volunteers must review and verify liability issues with the County's Administrative Services Coordinator.

310 – Minimum Age Requirements

Grant County maintains a minimum age requirement of 18. Exceptions are possible for part-time or temporary/seasonal work. Specific hour restrictions apply and Minor Work Permits may be required. The hiring authority is required to review exception with Human Resources for any compliance expectations prior to extending any offer of employment to an applicant under the age of 18.