


Grant County Personnel Policy

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APPROVED:  Richard Stevens, Chair, Board of County Commissioners	04-07-15 Date Signed
LAST REVISED: N/A	CONTACT: Human Resources

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.