

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE

FILLING COUNTY JOB VACANCIES

REFERENCE

County Personnel Management Act, Utah Code Annotated, Title 17 Chapter 33

Human Resources Policies & Procedures:

- General Definitions
- Allocation and Classification of Merit Positions
- Certification of Applicants for Job Interviews
- Employment Status
- Merit Employment Registers
- New Hire Requirements
- Pay Practices
- Reduction-in-Force Separations
- Reduction-in-Force Reappointment Register/Certification

PURPOSE

To establish a process to fill merit positions in Salt Lake County.

POLICY

All vacancies, unless temporary or filled by demotion, promotion, reassignment, rehire, reinstatement or transfer of a merit employee or through the certification of applicants from an established merit employment register, will be announced to the public.

PROCEDURE

- 1.0 Vacancies may be filled by demotion, promotion, reassignment, rehire, reinstatement, transfer or by recruiting either within the Department, Division, Elected Office, County-wide or publicly. The choice as to how a vacancy will be filled shall be at the discretion of the Administrator EXCEPT in the following cases:
 - 1.1 If there are qualified individuals who were previously merit employees and subsequently accepted an appointment to an exempt position and who are not retained by the appointing officer, these employees shall be reinstated into any merit job vacancy for which they meet the minimum qualifications in accordance with Human Resources Policy and Procedure: Employment Status.
 - 1.2 If there are no qualified individuals as identified in paragraph 1.1, but there are qualified individuals on the Reduction-in-Force Retention Register, these employees shall be reinstated into merit status or interviewed (whichever is appropriate) for any merit job vacancy for which they meet the minimum qualifications in accordance with Human Resources Policy and Procedure: Reduction-in-Force Reappointment Register/Certification.

5210

- 2.0 Internal County transfers, reinstatement of RIF's, rehires, promotions, reassignments or career mobility assignments of merit employees to fill vacancies should be considered prior to public recruitment or prior to a Certification of Eligibles being issued for open recruitment positions.
 - 2.1 Internal posting and recruitment is encouraged for all vacancies.
- 3.0 Salt Lake County may accept merit system status of individuals from comparable jurisdictions to fill County vacancies. The filling of a vacancy through recognition of a comparable merit system must be done prior to public announcement of the vacancy.
 - 3.1 The Human Resources Division Director may authorize the hiring of an individual with merit system status from another public jurisdiction if:
 - 3.1.1 the individual is currently employed by that organization in a merit capacity;
 - 3.1.2 the position held in the other public jurisdiction is reasonably equivalent to the County position;
 - 3.1.3 the individual meets Salt Lake County's minimum qualification requirements for the position; and
 - 3.1.4 the other merit system operates under merit system principles comparable to Salt Lake County's.
 - 3.2 All conditions of hire will be documented in writing and agreed to by all parties (the individual being hired, the hiring authority and the Human Resources Division Director prior to the transfer.
 - 3.3 All persons hired in this manner shall be hired in a merit probationary status.
- 4.0 Recruitment to fill job vacancies will be handled in the following manner:
 - 4.1 Recruitment within a Division, Department or Elected Office may be announced by the Division, Department or Elected Office. However, the announcement is subject to review by the Human Resources Division.
 - 4.2 Countywide internal recruitment shall be announced by the Human Resources Division for a minimum of five (5) working days.
 - 4.3 Public recruitment shall be announced by the Human Resources Division.
- 5.0 Requests to fill vacancies through public or countywide internal recruitment will be submitted to the Human Resources Division on the appropriate Personnel form (CP2).
 - 5.1 The Human Resources Division will review each request to verify that the position is allocated and has been approved by the necessary parties i.e., the appropriate Administrator.
- 6.0 Prior to public recruitment, the Human Resources Division will determine if there is an existing merit employment register for that position. If available and appropriate, existing registers may be used to fill the vacancy.
- 7.0 Public recruitment announcements will be open for a minimum of eleven (11) calendar days.
 - 7.1 For positions where it is difficult to attract large numbers of qualified candidates or if it is expected that many of the applicants will come from areas outside the Wasatch Front, the Human Resources Analyst may confer with the applicable Hiring Authorities and decide to initially announce the position for longer than eleven (11) calendar days. This may be done for other appropriate reasons as

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5210

- 7.2 Announcement periods may be extended by the Human Resources Division for additional periods of eleven (11) calendar days if only a few applications are received or for other appropriate reasons.
 - 7.3 Positions may also be announced as "open until filled" if there has been or is expected to be a significant difficulty in attaining qualified applicants during the initial or extended announcement periods or for other appropriate reasons.
 - 7.4 Job announcements will be posted in a conspicuous place in the Human Resources Division and sent to various County locations for posting and distribution.
 - 7.5 The Human Resources Division will send job announcements to public offices, private businesses, educational institutions and other organizations determined to be appropriate recruitment sources for County vacancies.
- 8.0 The Human Resources Division may place jobs on open recruitment status.
- 8.1 Typically positions that are hard to fill or that have high turnover are considered appropriate jobs for open recruitment.
 - 8.2 Jobs placed on open recruitment may be opened periodically or continually, as needed, to maintain an adequate register.
- 9.0 The Human Resources Division, in cooperation with hiring authorities, may specially recruit applicants to fill County merit positions.
- 9.1 Recruitment to fill County vacancies shall be open to any person, regardless of residence or citizenship, race, color, national origin, gender, sexual orientation, marital status, religion, political affiliation, age or disability.
 - 9.2 Special recruitment efforts may occur to attract women, minorities, disabled individuals or other group members that may be under represented in the county work force.
 - 9.3 Targeted recruitment to attract qualified applicants will be done as necessary to ensure adequate registers from which to fill job vacancies.
- 10.0 The Human Resources Division is responsible for certifying applicants for job interviews in accordance with Human Resources Policy and Procedure: Certification of Applicants for Job Interviews. Hiring authorities must offer an interview to all certified applicants except as noted in paragraph 10.2.1
- 10.1 The Human Resources Division will provide "Request to Appear for an Interview" forms (CP3's), that hiring authorities may use to notify applicants.
 - 10.2 Hiring authorities shall attempt to interview all certified applicants. Applicants may be notified by CP3, letter or telephone in accordance with the instructions found on the reverse side of the CP3. These instructions also specify the appropriate documentation that must be returned to the Human Resources Division.
 - 10.2.1 In cases where a certified applicant has been interviewed by the same hiring authority for the same classification within the last 90 calendar days, the hiring authority may choose not to interview the applicant again. In these cases, notification letters are not sent, however the applicant remains active on the register to be considered for future openings.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008