

EMPLOYEE SELECTION
PROCEDURE

<p><i>POLICY NUMBER: 310</i></p> <p><i>DATE ADOPTED: FEBRUARY 27, 1996</i></p> <p><i>PAGE 1 of 10</i></p>

I. RECRUITMENT

- A. GENERAL. A positive recruitment program for Colusa County will be administered to locate and attract the best qualified personnel available. To encourage advancement, every effort will be made to fill vacancies by promoting eligible and qualified employees already on the staff. However, to assure the county of the best skills necessary to the operation of a complex organization, outside recruitment or in-house applications will be solicited for all appointing authorities and other top level position vacancies.

- B. AREA OF RECRUITMENT. The appointing authority shall determine whether the area of recruitment shall be within the department, within the county service, within the Colusa County area, or within such area beyond Colusa County as he/she deems proper. (Co. Code§ 16-6(c))

II. ANNOUNCEMENTS

- A. All job opportunities with Colusa County will be announced by publication of the vacancy announcements, which will include: Job title; salary range; description of duties; job site location; minimum education and experience requirements, and any special licenses, certificates or credentials required; a statement that proof of education and experience may be required; other information providing for a better understanding of the nature and conditions of the job; how, where, and when to make application; the method of evaluating the education, experience and personal qualifications of the competitors; and a statement that the County of Colusa is an equal opportunity employer.

III. PROMOTION FROM WITHIN.

- A. When a position opening exists, the vacancy announcement is circulated widely and publicly throughout the county, or as a memorandum to all employees, for at least five (5) working days. The announcement, may, if deemed essential, coincide with outside recruitment efforts as established in Section IV below.

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 2 of 10

- B. If there are any eligible candidates by the closing date, screening may proceed. If there are no such candidates from within, outside recruitment becomes mandatory.
1. One qualified in-house candidate who responds to the mandatory vacancy announcement is enough to proceed with the screening.
 2. There must always be an announcement of an opening. If a temporary employee is the only responding candidate to the notice of vacancy and if she/he is qualified, the screening may proceed.
 3. Students or other trainees that are considered temporary may be transferred with a waiver of policies.
- C. FILLING VACANCIES BY PROMOTION--PROMOTIONAL LISTS. Vacancies in positions shall be filled insofar as possible and consistent with the best interests of the county from among county employees, and appropriate promotional lists shall be established for this purpose. (Co. Code §16-17(a))
- D. SELECTION PROCEDURES. Whenever the employee relations officer determines that the needs of county service so require, he/she may announce and hold promotional selection procedures for the purpose of establishing county-wide promotional lists. (Co. Code §16-L7(g))
- E. PROMOTIONAL LIST. In establishing the promotional list following the selection procedure, the names of the persons who have attained a passing mark shall be placed in the order of final earned ratings, except as such order may be modified by the application of this Section. The names of employees who separate from county service shall be removed from the promotion list. (Ord. No. 424, Section 2 (part); Ord. No. 491, (part). Co. Code§ 16-17(k))
- F. ELIGIBILITY. Promotional examinations shall be limited to employees specified in this section. (Co. Code §16-17(h))

POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY

First Adopted: 4/5/88

Amended: 2/27/96, 2/6/01

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 3 of 10

- G. **PROMOTIONAL ELIGIBILITY.** An employee in an office or department designated by the employee relations officer as appropriate, may participate in a promotional selection procedure regardless of current status, if, with no break in his or her county service by resignation, non-disability retirement or removal for cause, he or she has permanent status of six months of probationary service

- H. **QUALIFICATION.** No employee may participate in a promotional selection procedure unless he or she has the minimum education and experience requirements and any license, certificate or other evidence of fitness as prescribed for the class for which the selection procedure is given. (Co. Code §16-17(j))

- I. **ADVANCEMENT ACCORDING TO MERIT AND ABILITY.** The employee relations officer and each officer and appointing authority shall encourage economy and efficiency in and devotion to county service by encouraging promotional advance of employees showing willingness and ability to perform efficiently the services assigned to them, and every person in county service shall be given the opportunity to advance according to merit and ability. (Co. Code §16-17(b))

IV. OUTSIDE RECRUITMENT

- A. Whenever a new position is created, or a present position becomes vacant and is not filled by in-house promotion, it shall be the County of Colusa's policy to advertise the position as widely as possible for at least five (5) working days, the last day of which shall be at least three days prior to the date on which written application for employment must be received. Any one of the following may be utilized to advertise openings or vacancies:
 - 1. Distribute vacancy announcements.
 - 2. Post vacancy announcements in "neighbor centers" and in all company employment offices.
 - 3. Requests to state employment offices.

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 4 of 10

4. Requests to municipal, county or state civil service registers.
5. Through "positions available" in news media, including trade journals, for certain professional positions.
6. Requests to community, ethnic and women's organizations.
7. Requesting free public service announcements on radio and television.

V. APPLICATIONS - QUALIFICATIONS

- A. All applications must be in writing, signed by the applicant, and filed in the Personnel Office within the time and in the manner specified in the announcement. The time for filing applications may be extended by the appointing authority as the needs of the service requires. Applications will not be returned to the applicants. The names of applicants shall not be made public. All applications will be filed in the Personnel Office and retained for one year. (Co.Code §16.6(d))
- B. An application for employment with Colusa County will be accepted at any time.
- C. Where the nature and duties of the job warrant it, applicants may be subject to examination which fairly tests capacity and fitness of the candidate to efficiently discharge the duties of the position for which the examination is held.
- D. All candidates will be evaluated against requirements set forth in the job description for the position to be filled.
- E. The employee relations officer may establish minimum qualifications for determining the fitness and qualifications of applicants for each class of position and for temporary appointments. For such purposes, the employee relations officer may require such certificates of citizens, physician, public officers, or others having knowledge of the applicant as the good of the service may require. Such minimum qualifications shall be reasonably related to

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 5 of 10

successful job performance in the class in which an applicant seeks employment. The employee relations officer may require necessary documentary evidence of citizenship, honorable discharge from the armed forces of the United States, possession of valid licenses for various purposes, or other evidence of identification, fitness and qualifications. (Co. Code §16.9(e)).

VI. SCREENING

- A. The purpose of the initial screening of applicants' applications is to evaluate each person's knowledge, skills, and abilities to perform the duties of the position for which she/he is applying, based on criteria established by the county. Such screening involves a review of each applicant's file of application, resume, relevant experience, educations, training, supervisor's evaluation, pertinent awards, and any other relevant information contained in the applicant's file or provided for review. Written tests may be given as applicable, such as typing, accounting, etc.
- B. The person(s) doing the initial screening will determine which applicants are adequately qualified to be interviewed for the position for which they are applying the following guidelines:
1. Qualified - An applicant shall be declared qualified if he/she meets, has potential to meet, or exceeds the minimum qualifications for the position as stated in the job description.
 2. Unqualified - An applicant shall be declared unqualified for lack of any of the required qualifications established for the job.
 3. Disqualified - An applicant shall be declared disqualified for the following reasons:
 - a. Falsification of application or attempted deception in connection with the application; or
 - b. Material evidence of conduct that would be detrimental to the purposes and working relationships of Colusa County.

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 6 of 10

- c. Failure to appear for a written test or for fingerprinting unless a reason is submitted in writing pursuant to the provisions of section 16-9(g) of the County Code.
- 4. No applicant will be rejected as “unqualified” or “disqualified” without sufficient justification and the appointing authority’s approval of the rejection.
- 5. The employee relations officer has the authority to disqualify applicants up until the time of appointment by the Board of Supervisors pursuant to County Code section 16-9 (f).

VII. SCHEDULING OF SELECTION PROCEDURES

- A. The employee relations officer may schedule selection procedures as the current and anticipated needs of the service require with due consideration to current departmental workload. Scheduled selection procedures may be postponed or cancelled or the closing date extended by the employee relations officer by notifying all persons effected and posting public notice. (County Code Section 16-9(b))
- B. Selection procedures shall be competitive and of such character as fairly to test and determine the qualifications, fitness, and ability of competitors actually to perform the basic skills required to adequately function as a county employee in the class of positions for which they seek appointment. (County Code Section 16-9(c))
- C. The primary factors for consideration in filling any position are: Experience, education, training, skills, and other abilities relating to the position to be filled. Those applicants who are most appropriately qualified will be referred to the appointing authority. (County Code Section 16-9(d))
- D. The merit system of the State of California will apply to selection procedures for employment in the welfare department. (County Code Section 16-9(p))

XI. RATING

- A. Written Test. All written test papers may be marked and graded under the direction of the employee relations officer and in accordance with the selection procedure announcement. Unless otherwise stated in the announcement, competitors shall be required to attain a score of not less than seventy percent. In no case shall the minimum passing score on a written examination be less than sixty percent of the total possible score. (County Code Section 16.10(a))
- B. Oral Appraisal Board.
1. Selection procedure for the purpose of appraising the fitness of applicants for any position may include or be limited to an oral interview as hereinafter provided. When such an interview is required, all applications will be evaluated by an appropriate screening panel consisting of three persons qualified by education or experience to evaluate the qualifications of the applicants for the particular position. Those applicants who appear best qualified will be invited for an oral interview before an oral appraisal board appointed as herein provided. The oral appraisal board will evaluate each applicant's experience, education, and personal fitness for the position. The names of no more than five applicants who have passed highest in accordance with the procedures herein provided will be submitted to the appointing authority who will make the appointment. (County Code Section 16-11 (d))
 2. Oral appraisal boards shall be appointed by the appointing authority. (County Code Section 16-10 (d))
 3. Persons holding elective office in the county and persons related to applicant, as defined in Section 16-5(i), are disqualified from serving on an oral appraisal board. (Ord. No. 424, Section 2(part); Ord. No. 491, (part); County Code Section 16-10 (d))

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 8 of 10

4. A panel orientation shall be provided before the interview process to establish or review criteria for selection, the minimum requirements for the position, develop an understanding of the duties and responsibilities of the position, the interview standards to be used, and clarify any questions. Further, the panel orientation is intended to plan and ensure complete application of interviewing and rating procedures. *This* includes developing appropriate questions, appointing a moderator and reviewing use of interviewing forms.

5. Panel Interview Process. The interview person is a person-to-person interaction which provides the panel with an opportunity to obtain information on a combination of factors which are best assessed by direct observation, such as assessing the applicant's knowledge, skills, and abilities as expressed by the applicant in the interview. Clarification or additional information on any aspect of the applicant's qualifications, experience and professional goals and objectives may also be obtained during interviews.

a. After interviewing the applicants, the panel will assign an overall rating for each applicant and make its recommendation to the appointing authority.

b. The interviewer's marks shall be numerical percentages with seventy percent as the minimum passing rating. The ratings of the several members of the oral appraisal board shall be arithmetically averaged to determine each competitor's final ratings, except that if the average rating is below seventy percent but there is not a majority of the board who assign ratings below seventy percent, the competitor shall be given a rating of seventy percent, and except that, if a majority of the members assign a rating below seventy percent, the competitor shall be eliminated regardless of the fact that his average rating may be seventy percent or more. (County Code Section 16-10(d))

c. Each member of an oral appraisal board shall place the reason that he or she rated any candidate below seventy percent in writing in the space provided on the rating sheet. (County Code Section 16-10(d))

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 9 of 10

6. All applicants interviewed will be ranked in order and certified to the appointing authority. Certification of all the applicants is required to prevent discrimination against other equally qualified applicants.

C. Interview. In any selection procedure, the education, experience, and personal qualifications may be rated by interview. The interview and rating shall be conducted by the appointing authority. (County Code Section 16.10(b))

1. The appointing authority will make his/her selection or non-selection within a reasonable period. In the event of non-selection, the recruitment, screening and interviewing processes will be repeated.

D. Use of Whole Numbers. In the marking of written test papers and in computing scores for each competitor, all figures shall be rounded to the nearest whole number. (County Code Section 16-10 (c))

IX. NOTIFICATION OF SUCCESSFUL CANDIDATES

A. Pursuant to County Code Sections 16-5(b), 16-8(a), and 16-8(c), all appointments are conditional until successful passage of a county physical, county psychological (if needed), fingerprinting, and upon approval of the Board of Supervisors. The successful candidate shall be sent a conditional job offer confirming the foregoing requirements and list the position title, the salary, starting date and time, physical appointment, psychological appointment (if needed), and anticipated date the Board of Supervisors will consider appointment.

X. TEMPORARY OR EXTRA HELP POSITIONS. TEMPORARY OR EXTRA HELP EMPLOYMENT WITH THE POSSIBILITY OF PERMANENT EMPLOYMENT AT A LATER DATE.

A. In the event that selection procedures are followed prior to the date of hire for a temporary or extra-help position where permanent employment may be a possibility, written notice shall be given to such employee within five days of the date of hire and also provide that: "The successful applicant for this temporary position may be offered permanent employment without further notice or selection procedures. However no permanent employment is offered at this time." (County Code Section 16.9(a)(2)(A))

EMPLOYEE SELECTION
PROCEDURE

POLICY NUMBER: 310
DATE ADOPTED: FEBRUARY 27, 1996
PAGE 10 of 10

XI. EMERGENCY TEMPORARY OR EXTRA-HELP EMPLOYMENT.

A. In the case of temporary or extra-help employment no prior written published notice is required. The following written notice shall be given to such employee within five days of the date of hire: "Permanent employment may be offered only after submission to selection procedures for permanent employment as provided herein. No permanent employment is offered at this time." (County Code Section 16.9(a)(2)(8))

The Employee Relations Officer shall compile a list of unsuccessful, but qualified, applicants for any position, which the appointing authority may use to fill permanent or temporary Positions which become vacant within one year of the date the application for employment was initially received by the county. (County Code Section 16-9(a)(2)(A-B))

///
///