SECTION III
RECRUITMENT, SELECTION and APPOINTMENT

3.01 Recruitment

A. The County is an Equal Employment Opportunity Employer.
B. Applicants are recruited on the basis of job requirements. The County recognizes the opportunity to fill positions from internal candidates possessing the desired qualifications, and to promote from within whenever possible.
C. Job opportunities are communicated through job postings on County bulletin boards, paid advertisements, public service notifications, notifications to community organizations and any other means deemed necessary by the Human Resources Division. Employees who are seeking career advancement opportunities are encouraged to use the job posting system as a method for seeking a position.

3.01.1 Procedure: Requisitioning a Position

The Leon County Personnel Requisition Form is used by the Department/Division to identify recruitment needs to the Human Resources Division. (See Appendix A) The job description should be reviewed and changes documented on the Requisition Form and forwarded with proper signatures to the Human Resources Division.

3.01.2 Procedure: Posting of Position Opportunities

Job openings should be posted for at least 5 workdays internally before being advertised externally, to allow county employees consideration before outside applicants. If the position is not filled with a county employee, the Division Director will advise the Office of Human Resources in order for the position opening to be posted externally.

While it is the County's philosophy to promote from within whenever possible, there are conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. Exceptions to posting a job opening internally first will require approval from the Division Director and the Director of Human Resources.

3.02 Filing of Job Applications

A Leon County Employment Application is required in all cases. A separate application must be made for each position applied for. (See Appendix B)

3.03 Consideration of Applications

The Human Resources Division deems applications to be valid for consideration when:

A. The application is submitted or postmarked on or before the deadline date.

B. The application is filed on the prescribed form.

C. The application is substantially complete.

D. The application reflects that the applicant possesses the required knowledge, skills, ability and experience.

E. The application is not in any way falsified.

F. The application reflects that the employment of the applicant would not violate the County's nepotism policy.

G. The application reflects that the applicant meets other valid and lawful employment requirements for the position which is vacant.

3.03.1 Procedure: Method of Rating and Selection

After the advertising period, applicants shall be initially evaluated by the Human Resources Division to determine eligibility for consideration. A list containing all applicants considered to possess the minimum qualifications and their applications will be referred to the hiring authority. (See Appendix C)

Each applicant considered to possess the minimum qualifications, whose application contains a Notice of Layoff from a State of Florida agency or department and whose application does not indicate employment for any period following the issuance of the Notice of Layoff, shall be conspicuously identified on the list to the hiring authority as a genuinely displaced state worker, with direction that each such identified applicant must be granted an interview by the selection committee.

LCBCC gives preference in appointment to eligible veterans and spouses of veterans as defined in Chapter 295, Florida Statutes. In order for applicants to claim veteran's preference, the documentation required by law shall be provided to the County at the time of application.

Those applications not meeting the stated minimum qualifications, regardless of layoff status, will be retained by the Human Resources Division.

A screening/selection committee will be formed by the immediate supervisor for each regular vacancy, or Temporary O.P.S. position from three (3) months in duration to the maximum temporary time of two (2) years.

3.03.2 Procedure: Selection Committees

Committee Composition: The committee shall be comprised, at a minimum, of the immediate supervisor of the available position and not less than two (2) other members, with at least one being an individual from a protected class and representation from outside the work area.
Larger size committees may require an additional member from outside the work area. Other important considerations are involvement of a similarly classed worker and representation from within the work area.

The committee members must be finalized with the Department/Division Director and approved by the Employee Relations Coordinator.

Should the supervisor, the Department/Division Director or the Employee Relations Coordinator determine that there is a need for an orientation on fair hiring practices for the committee, this will be done at the first meeting of the committee.
Also at the first meeting the job description and any changes on the Requisition Form are reviewed. Human Resources screens for minimum qualifications before referring applications to the supervisor. Based on these facts the applications are reviewed by the committee and the interview candidates are chosen. The number of candidates may vary by the size of the selection pool, but must include each applicant designated by Human Resources as a genuinely displaced state worker and applications of veteran(s) who are eligible for preference. The committee shall record the criteria and methodology established for screening and selection activities. This should be sent to the Employee Relations Coordinator, along with interview questions which will be asked. (See Appendix D for sample questions)

Should a listed question be phrased in a manner which might be misinterpreted, the Employee Relations Coordinator will notify the supervisor within twenty-four (24) hours of receipt of listed questions. Barring such notification, the committee continues to schedule interview appointments coordinated by the supervisor.

Candidates may be contacted by telephone or mail. Interview comments must be documented on the blue applicant referral form for all interviewed applicants.

After completion of the interviews, the committee shall determine its recommendation and shall conduct three telephone employment reference checks on its top candidates. All employment reference checks will be documented on the Telephone Reference Check form. (See Appendix E)

Upon completion of satisfactory reference checks, the recommendation shall be forwarded to the hiring authority along with relevant written materials. Included in the material should be specific reasons why the chosen applicant is better qualified and/or why the County's needs will be better served by such a hiring decision and a brief, but detailed, explanation as to why the other applicants were not chosen. Upon approval by the hiring authority, the recommendation shall be sent to the Human Resources Division.

The committee chairperson is responsible for the accuracy of the documentation of the process, for the return of all reviewed applications, the completion of all prior employment verifications and a completed Action Form (See Appendix F)with appropriate signatures. The committee chairperson is also responsible for contacting the prospective employee to guarantee their continued interest.

After review of the documented process by a Human Resources Representative, an offer letter will be written and proper signature obtained. (The County Administrator or designee will sign all letters except for part-time and OPS new hires). A Human Resources Representative will extend a job offer, conditioned upon obtaining a signed authorization for the procurement of an investigative consumer report for employment purposes, a satisfactory background investigation **(cross-reference Board Policy No. 03-11, Section 11.01.1, Contingent Job Offer)** and a negative drug test result, to the selected candidate and schedule a new employee sign-on.

Sign on for new employees is generally done at 9:30 a.m. on the Friday preceding the new employees hire date; however, in special needs the hiring authority will coordinate with the Human Resources Division. This procedure is designed to ensure equal opportunity for all candidates and may only be altered upon the approval of the Human Resources Director.

An employee who perceives that they have been treated unfairly in the hiring process and/or the promotional process should contact either the Employee Relations Coordinator or the Human Resources Director for fact finding. If determined to be a valid claim, the appropriate authority will investigate the issue further and make the recommendation to the County Administrator.

3.03.3 Procedure: Initial Placement

Initial Placement of Employees Hired As A Result Of Competitive Selection or Emergency Appointment

Competitive initial placement refers to the procedures to be followed for determining initial salary within the salary range for the pay grade classification to which the position is assigned for any individual who is selected from a pool of applicants who have competed for the same position. Emergency appointments occur when it is impossible to fill a position utilizing normal hiring procedures. When the appointment is to last beyond three weeks, the hiring authority shall make arrangements to fill the position under the

provisions of the hiring policies.

The starting salary for those meeting the minimum qualifications will be the minimum salary in the salary range to which the position is assigned.

All recommendations for exceeding the minimum salary must be agreed upon by the Human Resources Director prior to the extension of the offer.

Education and experience exceeding the minimum requirements for the position as verified by an associate degree, bachelor degree, masters degree, doctorate degree or professional certification and job related experience may be considered for higher than minimum initial placement within the salary range. The Department/Division Director, in consultation with the Human Resources Director, may approve initial placement up to 15% above the minimum salary of the range.

Determination of whether or not education and experience is job related and of qualifying criteria for professional education or certification will be made by the Human Resources Director in consultation with the hiring Department/Division Director.

No individual shall be initially placed higher than 15% above the minimum of the salary range for any combination of experience and education except upon the written approval of the County Administrator. The County Administrator may approve additional compensation. Placement at a salary level higher than 15% above the minimum must be recommended by the Department/Division Director and forwarded through the Human Resources Generalist to the County Administrator.

If a position is offered to a regular county employee, the salary may be adjusted to a higher rate in order to fall within the new pay grade salary range and to be in line with other employees working in the same position based on similar experience. The Office of Human Resources will conduct a review and recommend a proposed salary.

3.04 Medical Examination

Applicants/employees may be required, prior or subsequent to their employment, to undergo a medical examination to determine fitness to perform the duties of the position. Additional guidelines for EMS applicants/employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

3.05 Probationary Period

A Career Service or EMS person employed on a full or part-time basis, shall serve a probationary period. The probationary period should be considered the "working test" portion of the evaluation process. It shall be utilized to closely observe the employee's work, determine suitability for continued employment and for ensuring the most effective

adjustment of an employee to the position.
The probationary period shall be six (6) months in duration, unless extended.

3.05.1 Extension of Probationary Period

The Human Resources Director, upon receipt of a request, justification, and development plan from the Department/Division Director prior to the expiration of the probationary period of a particular employee, may extend the duration of a probationary period. No extension shall be allowed which would make the probationary period longer than eight (8) months.

3.05.2 Procedure: Extension of Probationary Period

The Human Resources Director, upon receipt of a request and justification from the Department/Division Director may extend the duration of such period.
Requests to extend probationary period must include a staff development plan; including time table, goals and measurements.

3.05.3 Procedure: Termination of Employment During Initial Probationary Period

During the initial probationary period of an employee working in a Career Service position, a recommendation may be made to the Human Resources Director for termination if the development plan has not been met or the employee violates County policy. Should an employee change jobs during the probationary period, the employee will serve a complete probationary period in the new job.

3.05.4 Procedure: Probationary Period Report

At least two weeks before the expiration of a Career Service employee's probationary period, the Department Head shall submit a written performance evaluation to the Human Resources Division indicating whether or not the employee is recommended for regular status.

3.06 Filling Temporary (O.P.S.) Positions

Positions with duration of less than three (3) months may be appointed. Positions with duration of three (3) months or more must follow the normal hiring process outlined previously. Seasonal placement is exempted.

3.06.1 Procedure: Establishing Temporary (O.P.S.) Positions

Temporary (O.P.S.) positions shall be established by the Board annually through the normal budgeting process. Pay for Temporary (O.P.S.) positions shall not exceed the pay range of comparable positions. Duration of need is determined ahead of time.

When it becomes necessary to request Temporary (O.P.S.) positions outside the normal budgeting process to meet unforeseen temporary work demands, requests, with justification must be forwarded to Human Resources for coordination with Budget and for approval by the County Administrator. The maximum duration of any Temporary (O.P.S.) position should not exceed two (2) years.

3.07 Transitioning

A. Employees filling temporary (O.P.S.) positions may be considered for transition to a like vacant position upon written justification to the Human Resources Director.

B. Transitioned employees shall serve an initial probationary period after transition.

C. Length of service for purposes of establishing the accrual rate shall begin on the date of the transition.

D. The annual performance review date shall be the date of the transition.

3.07.1 Procedure: Transitioning

Division Directors may provide preliminary consideration to existing OPS and part-time employees in filling like regular full time positions. The procedure will be:

When a Division submits a Requisition to fill a position, Human Resources will determine if there are currently OPS or Part-Time employees working in a like position in that Division. If there are current OPS or Part-Time employees employed in a like position, Human Resources should only post the vacant position internally to allow OPS or Part Time employees to express their interest in the opening. OPS or Part Time employees interested in the position should be given consideration before proceeding with outside applicants. Exceptions to posting a job opening internally first will require approval from the Director of Human Resources. If the position is not filled with a county employee, the Division Director will advise the Office of Human Resources in order for the position opening to be posted externally.

3.08 Emergency Appointment

When an emergency makes it impossible to fill a regular position utilizing normal procedures, the hiring authority may request the appointment of any qualified person to such position. Such a request shall be submitted to the Human Resources Director with justification for the appointment. Upon approval by the County Administrator the appointment shall be made.

In the event an emergency continues beyond a three (3) week period, the hiring authority shall make arrangements to fill the position with either a temporary or regular employee under the provisions of the hiring policies.

SECTION III
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3.01 Recruitment

A. The County is an Equal Employment Opportunity Employer.

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C. Job opportunities are communicated through job postings on County bulletin boards, paid advertisements, public service notifications, notifications to community organizations and any other means deemed necessary by the Human Resources Division. Employees who are seeking career advancement opportunities are encouraged to use the job posting system as a method for seeking a position.

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The Leon County Personnel Requisition Form is used by the Department/Division to identify recruitment needs to the Human Resources Division. (See Appendix A) The job description should be reviewed and changes documented on the Requisition Form and forwarded with proper signatures to the Human Resources Division.

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Job openings should be posted for at least 5 workdays internally before being advertised externally, to allow county employees consideration before outside applicants. If the position is not filled with a county employee, the Division Director will advise the Office of Human Resources in order for the position opening to be posted externally.

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The probationary period shall be six (6) months in duration, unless extended.

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3.05.2 Procedure: Extension of Probationary Period

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Requests to extend probationary period must include a staff development plan; including time table, goals and measurements.

3.05.3 Procedure: Termination of Employment During Initial Probationary Period

During the initial probationary period of an employee working in a Career Service position, a recommendation may be made to the Human Resources Director for termination if the development plan has not been met or the employee violates County policy. Should an employee change jobs during the probationary period, the employee will serve a complete probationary period in the new job.

3.05.4 Procedure: Probationary Period Report

At least two weeks before the expiration of a Career Service employee's probationary period, the Department Head shall submit a written performance evaluation to the Human Resources Division indicating whether or not the employee is recommended for regular status.

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3.07 Transitioning

A. Employees filling temporary (O.P.S.) positions may be considered for transition to a like vacant position upon written justification to the Human Resources Director.

B. Transitioned employees shall serve an initial probationary period after transition.

C. Length of service for purposes of establishing the accrual rate shall begin on the date of the transition.

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In the event an emergency continues beyond a three (3) week period, the hiring authority shall make arrangements to fill the position with either a temporary or regular employee under the provisions of the hiring policies.