

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

August 28, 2008

**PERSONNEL POLICY 301—ADOPT REVISIONS**

**BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the following revised Human Resources Policy as attached, effective immediately;

- 301 - Employee Selection Policy

and

**BE IT FURTHER RESOLVED,** that Human Resources will provide copies of the revised policy and post it to the website as necessary to inform all employees.

ATTACHMENTS

# ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b>	<b>Employment Policy</b>
<b>Number:</b>	<b>301</b>
<b>Approved:</b>	<b>February 24, 2005, supersedes prior policy Amended August 28, 2008</b>
<b>Revised:</b>	<b>August 14, 2008</b>
<b>Subject:</b>	<b>EMPLOYEE SELECTION POLICY</b>

1. **RECRUITMENT:** Recruitment will be tailored to the various classes of positions to be filled and will be directed to all appropriate sources of applicants in order to attract an adequate number of candidates for consideration. Recruiting publicity will be carried out through all appropriate media for a sufficient period to assure open opportunity for the public to apply and be considered.

2. **EMPLOYEE SELECTION PROCEDURE:** All Allegan County Department Heads are expected to comply with the following procedure when filling any authorized budgeted position within their respective department:

- 2.1 The Department Head shall complete an RFA Form, located on the Intranet, requesting the position be filled and shall forward to the County Administrator for review and approval.
- 2.2 Once approved, the Human Resources Department will work with the Department Head to design and place ads and postings. All advertising will indicate that Allegan County is an Equal Opportunity Employer/EOE.
- 2.3 All applicants will be encouraged to complete an on-line application form. If the advertising includes a deadline, only those applications/resumes received by the deadline will be considered for screening.
- 2.4 The Human Resources Department will work with the Department Head to pre-screen applications, conduct pre-employment assessments and schedule interviews.
- 2.5 Those applicants meeting the qualification criteria will generally be interviewed in a structured format using an interview team. The Human Resources Director will work with the Department Head to recommend the appropriate interview format, questions and scoring.
- 2.6 Upon completion of the interviews, the Department Head will notify Human Resources of the finalist for the position. Candidates recommended for hire will be subject to background reference checking, including criminal history, driving records, and/or credit history as deemed appropriate. Checking of references and records must be coordinated between the Department Head and the Human Resources Director. Any background investigations or LEIN checks must be at the request of the Human

## ALLEGAN COUNTY EMPLOYEE HANDBOOK

Resources Director to the appropriate Lieutenant in the Sheriff Department. Departments may not make direct LEIN checks or make requests direct to the Sheriff Department.

- 2.7 Once candidates successfully complete the background requirements a conditional offer of employment will be sent to the candidate by the Human Resources Department. All offers of employment will contain a start date (must be a scheduled work day), hiring wage/salary as prescribed by county policy and conditional upon the successful completion of physical/drug screening.
- 2.8 A department head may not hire members of his / her immediate family to work in his/her Department.

### **3. Appointed Department Head Positions:**

- 3.1 An internal posting will be prepared to identify any qualified internal candidates.
- 3.2 All qualified candidates who meet the minimum qualifications for the position will be given an opportunity to participate in the interview process.
- 3.3 An interview team consisting of the County Administrator, Human Resources Director, and one Commission Member of the Board of Commissioners (BOC) will interview the qualified candidates.

3.3.1 The following grid will be used to determine which Board of Commissioner will represent the entire Board on the interview team.

<b>Director</b>	<b>Board Member</b>
Central Dispatch Director	911 Policy Board BOC Representative
Director of Senior Services	Commission on Aging BOC Representative
Equalization Director	Commissioner appointed by Board
Facilities Management Director	Chair of County Services Committee
Finance Director	Chair of Finance Committee
Health Officer	Chair of Health Services Committee
Human Resources Director	Chair of Human Resources Committee
Information Services Director	Commissioner appointed by Board
LIS Director	Commissioner appointed by Board
Parks Director	Parks Commission BOC Representative
Transportation Director	Commissioner appointed by Board

- 3.4 If there are no successful internal candidates, steps 3.1 and 3.2 will be repeated for an external posting.
- 3.5 The County Administrator may elect to have the candidate(s) participate in testing / assessments as deemed necessary.

## **ALLEGAN COUNTY EMPLOYEE HANDBOOK**

- 3.6 The interview team will review the job description to determine the mandatory success factors, weight those factors based on their importance in the position, and develop relevant interview questions for each success factor. Upon reviewing the scores from the interview process, receiving advice from the interview team, and reviewing the results of the tests / assessments as applicable, the County Administrator will select the best candidate for the position.
- 3.7 The Human Resources Department will conduct the appropriate background, credit and reference verifications on the final candidate (s).
- 3.8 The Human Resources Director will provide a conditional letter of employment to the final candidate.
- 3.9 After sending out the conditional letter of employment to the final candidate, the Human Resources Director will send information to the Board of Commissioners about the candidate who will be receiving the conditional offer. This information will redact the candidate's name and personal information, including any information about their current employer that might identify who they are.
- 3.10 Upon acceptance of the conditional offer, the candidate will be scheduled for a physical and drug screen.
- 3.11 Upon acceptance of the conditional offer, the County Administrator will update the Board of Commissioners.
- 3.12 In most situations, the effective date of hire will be the first work day of the next payroll period after the County receives acceptable results of the physical and drug screen, except in circumstances in which a different date is determined to be appropriate.
- 3.13 Upon starting with the County, the newly appointed Administrative Department Head will be invited to the next scheduled Board meeting (planning or business meeting) to say a few words to the Board and meet the commissioners. This will be included as part of the new department head's orientation to the County.