

**Objective**

It shall be the policy of the County Board to recruit and select the most qualified persons available for positions in Cottonwood County's work force. Employees of Cottonwood County shall be encouraged to advance their career through promotion or transfer. Employees will be selected on the basis of their relative knowledge, skills and abilities in an affirmative manner in order to insure open competition among qualified applicants.

**Filling a position**

Vacancies in Cottonwood County service shall be filled by reemployment, promotion, demotion, transfer or original selection.

- A. Whenever a Department Head wishes to fill a vacancy or a new position, a request for an employee shall be submitted to the Human Resources Office. The request shall specify the class, grade and title of the position to be filled; whether the position is regular, temporary, and full-time or part-time; the duties thereof; authority for the position; an indication of the available funding source; and such other information as may be deemed pertinent, including whether the position is subject to the provisions of the Veterans Preference Act or Merit System. As far as practical, each vacancy shall be anticipated sufficiently in advance to permit the recruitment and selection of qualified applicants.
- B. When a vacancy develops, the position duties and responsibilities should be reviewed for consistency with the class and grade assigned the position and if adjustments are necessary, a reevaluation of the position should be made. In addition, the job description should be reviewed whenever a vacancy occurs and updated as appropriate.
- C. The Human Resources Office shall bring the request to the County Board who in turn will review the request and authorize the Human Resources Office to start recruitment to fill the vacancy. The Human Resources Office, with County Board approval, shall post a position internally for seven calendar days prior to any public announcement to allow current employees an opportunity to apply for the position through transfer or promotion. If the County Board does not meet for an extended period of time, the County Coordinator, with consensus from the Board Chairman and Commissioner liaison of the affected department, can begin posting internally so as not to delay the process of filling the vacancy. Approval can then be granted at the next regularly scheduled board meeting. As set forth below, positions filled by promotion or transfer shall not become open to the public or subject to open competitive examination. If the position is filled from within, length of service in relevant job classification(s) shall be the determining factor only when job-relevant qualifications of employees being considered are equal.

**Public Announcement of Vacancies**

When a vacancy in Cottonwood County service exists which has not been filled by promotion or by transfer between departments, a public announcement of the vacancy shall be made at least two (2) weeks prior to the closing date for receiving applications needed to fill such vacancy. Such an announcement shall include publication in the County legal paper and notification via county e-mail to all Department Heads for posting of appropriate notice in all departments/offices. The Human Resources Office, may also advertise in such publications and professional or trade journals as in the Human Resources Office opinion will attract qualified applicants. The announcement shall summarize duties and responsibilities, pre-employment qualifications, and measures used in the selection of qualified applicants.

All print advertising must carry the words, "An Equal Opportunity Employer." Further, all print advertising and postings must state: "Accommodations will be made for disabled individuals in the application, interview and testing process, upon request made to the Human Resources Office.

### **Applicant Procedure**

An application form, which must be completed by all applicants, shall be used for filling all Cottonwood County vacancies. The application form must contain an appropriate Data Practices/Tennessee warning. The application shall be used to obtain pertinent information relative to the applicant's education, training and experience, and other facts needed in judging the applicant's qualifications.

Any current Cottonwood County employee may apply during the public announcement period. Any such Cottonwood County employee shall be in all ways treated the same as any other applicant and the approval of that employee's Department Head will not need to be obtained in the public hiring process.

Applicants must comply with all requirements in any way affecting employment in the positions for which they apply. The Human Resources Office may request certificates of competency, licenses, or other evidence of special qualifications, when necessary to meet job-related requirements for the position.

The application form shall contain a certification by the applicant attesting to the accuracy of the statements made in the application. Should it be determined on a subsequent date that statement(s) on the application were fraudulent, misleading, or omitted requested information, or cheating on an examination, the applicant will be rejected prior to hiring, or, if employed, will be subject to immediate dismissal.

For positions subject to the Veterans Preference Act, the application shall include a notice of the right of eligible veterans and disabled veterans to claim preference in hiring, and the right of eligible spouses of deceased veterans and disabled veterans to claim such credit. The application form shall also ask whether, if the person is eligible, they wish to claim the preference credit. (See Policy Number 396 "Veteran's Preference".)

### **Selection for Employment**

Cottonwood County is committed to selecting the most qualified applicant for each position. Selection procedures for employment with the Cottonwood County work force, including ranking criteria and interview questions, shall be job-related and will maximize reliability and objectivity. Selection for initial employment with Cottonwood County normally will be through open competition. The list of all applicants shall be available for review by the County Board.

### **Notification of Non-Selection**

For all positions not subject to the Veterans Preference Act the Appointing Authority for positions subject to Minnesota Statute sections 384.08, 385.02, 386.33, 387.14, 387.145, and 388.10 or the Human Resources Office in all other cases may reject an applicant who is found to lack any of the requirements established for the position for employment for which the applicant applies, is less qualified than another applicant, or for such other reasons the County determines, in its sole discretion.

### **Interview Procedure**

Only finalists for a position need to be interviewed, unless, at the discretion of the Appointing Authority and Human Resources Office, the number of applicants is sufficiently small to allow for all applicants to be considered "finalists" and interviewed for the position.

Only job-related interview questions may be asked. Prior to interviewing the first applicant the Human Resources Office in cooperation with the Department Head should prepare a list of these job-related questions to be asked of each applicant. The interviewer should keep a record of responses for review in selection. Human Resources representative, the Department Head, and other pertinent employees should be present for each interview. It is advisable that the applicants receive a copy of the class specifications for the position and any other relevant information prior to the interview. A brief description of Cottonwood County, its programs and the relationship of the recruited position to the organization should be given each applicant prior to the start of the interview.

### **Selection Records**

The Human Resources Office will be responsible for the maintenance of all records pertinent to the selection process for all positions. Applications and other necessary records, including interview notes and 100-point criteria score sheets shall be kept for at least eighteen (18) months. Applicants are responsible for notifying the County of all changes of address.

### **Selection to the Position**

The affected Department Head should determine the number of finalists to be interviewed as is appropriate to the position. In all cases, Department Heads should avoid pre-selection of an applicant without considering and interviewing other qualified applicants.

From the applicants interviewed, the Appointing Authority or Human Resources staff, after careful deliberation with all interviewers, should recommend one person to the County Board for selection.

When there is only one available qualified person and the position is such that special qualifications are required, then that person may be selected. However, filling the position when only one qualified person is available through external recruitment should be avoided and consideration should be given to filling the position on a noncompetitive basis as a contractual or temporary selection until such time as sufficient applicants may be available. Program completion and the goals and objectives of Cottonwood County should be the prime consideration in filling Cottonwood County employee vacancies.