

## **Recruitment and Selection**

**1.0 Purpose** To set the standards for recruiting and selecting the staff of Bladen County

**2.0 Applicability** To all employees of Bladen County

### **3.0 Statement of Equal Employment Opportunity**

It is the policy of the county to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the county. This policy is to be achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, and through the Local Job Service Office (Employment Security Commission). Selection decisions are made without regard to race, color, religion, gender, national origin, political affiliation, non-disqualifying handicap, or age.

### **4.0 Recruitment – Responsibility of the Human Resources Director**

The Human Resources Director is responsible for an active recruitment program to meet current and projected staffing needs, using procedures that will ensure equal employment opportunities based on job related requirements. When positions are to be filled, department heads will notify the Human Resources Director via Job Opening Request Form concerning the number and classes of positions to be filled. Recruitment efforts of the Human Resources Department and all county departments will be coordinated in a timely manner. Department Heads will be responsible for hiring and firing of employees in their departments.

### **5.0 Position Vacancy Announcements**

Bladen County has two posting options to use when filling vacant positions:

- 5.1 County-wide Posting (For General County Employees Only)  
County employees will be given the first opportunity to apply for vacant positions. County-wide posting will be submitted to all county offices. Candidates within the County will submit their applications to Human Resources before being referred to the appropriate department.
- 5.2 External Posting (All Candidates interested in County Positions)  
This option allows departments to consider anyone who is interested in County positions. The external vacancy list is updated bi-weekly and circulated in the following ways:
  - Employment Security Commission
  - Bladen County Office Building
  - Bladen County web site
  - Local newspaper

Optional recruiting publicity shall be carried out through media appropriate to the position.

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All positions placed on the County's external vacancy list must be posted for a minimum of seven (7) working days. County employees applying for a position, within or outside their current department, who meet minimum qualifications, must be given consideration.

### **5.3 Simultaneous Posting**

For specialized positions, or whenever sufficient pools of internal candidates are not available for consideration, simultaneous internal and external advertising may occur.

## **6.0 Job Advertisements**

Recruiting announcements shall include information pertinent to the position/work involved, including at a minimum, the title, key duties, knowledge and skill requirements, minimum education and experience standard, contact person, special certification or licensing requirements salary range, and application closing date. Employment advertisements will contain assurances of equal employment opportunity and will comply with federal, state and local statutes regarding discrimination in employment matters based on age, sex, race, color, creed, religion, national origin, or physical or mental disability.

## **7.0 Application for Employment**

All persons expressing interest in employment with the County will be given the opportunity to file an application for any position for which applications are being advertised and received at that time. A separate application must be completed for each position.

The Bladen County Employment Application shall be the standard application accepted for any and all position listings. Job referrals *may* be made through the N.C. Employment Security Commission. The ESC will forward to Human Resources for review prior to referring to the department and prior to the closing date. Applications may also be filed with the Bladen County Human Resources Department. Any applicant applying at Bladen County Sheriff's Office must complete and submit a standard sheriff's application to the Bladen County Sheriff's Office.

- 7.1 Any employee who knowingly and willfully discloses false or misleading information, or conceals dishonorable military service; or conceals prior employment history or other requested information, either of which are significantly related to job responsibilities on an application for County employment may be subjected to disciplinary action up to and including immediate dismissal from employment. Dismissal shall be mandatory where the applicant discloses false or misleading information in order to meet position qualifications. Application forms for County employment shall include a statement informing applicants of the consequences of such fraudulent disclosure or lack of disclosure.

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- 7.2 The department head shall attempt to verify the status of credentials and the accuracy of statements contained in the application of each new employee within 90 days from the date of the employee's employment. Failure to verify the application shall not bar action under subsection (a) above.

#### **8.0 Applicant Tracking**

- 8.1 The Human Resources Director/and/or Department Head shall be responsible for maintenance of permanent records of all position vacancy announcements, including posting and closing dates, all optional referral sources used in the recruitment process, and the pool of applicants considered for each vacancy.
- 8.2 The applicant pool data for each position shall include an alphabetized listing of all applicants, test scores, when applicable, for each position vacancy announcement. In addition, EEO-4 forms providing data on race and gender of applicants, shall be maintained by the Human Resources Director and /or Department Head.

#### **9.0 Reference and Credential Verification (see also "Conditions of Employment Policy")**

Any applicant offered employment through Bladen County must undergo pre-employment drug screening. References are checked to verify information provided on the application or during the employment interview on the selected applicant. The hiring department is required to do a reference check on the applicant it considers the top candidate, prior to making an actual job offer.

Any reference check, background investigation, or education credentials verifications, whether by telephone or letter, will become a part of the employee's permanent personnel information. All of this information should be sent to the Human Resources Department and Sheriff's Departments and marked CONFIDENTIAL. Sheriff's Department permanent records are to be maintained in their department. Criminal history and motor vehicle record checks are required for positions that include the handling of money, direct client services and those identified as safety sensitive. Additionally, some positions may require fingerprinting as deemed necessary by Federal, State and Local regulations. **Each Department Head or designee will verify the educational credentials of all final applicants of general county employees** being considered for positions for which this is required. Employees applying for promotions, which require an undergraduate or graduate degree, will have previously unverified credentials confirmed. Departments may continue to request transcripts, as appropriate, to verify course work.

When material falsification of credential is discovered, the applicant will not be hired for that position and may be disqualified from further consideration for County employment. The applicant will be notified in writing that the credentials could not be verified. Any current employee who has falsified or does falsify credentials will be subject to disciplinary action.

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For those positions requiring a special license, certificate, or registration, the hiring department is responsible for verifying those credentials. Copies of appropriate documentation should be attached to **the Record of Appointment/ PD 100** form and sent to the Human Resources Department.

### **10.0 Qualification Standards**

- 10.1 All applicants to be considered for employment or promotion shall meet the qualification standards established by the class specifications and/or job description relating to the position to which the appointment is being made.
- 10.2 All appointments shall be made on the basis of merit, and without regard to race, color, religion, gender, national origin, political affiliation, non-disqualifying handicap, or age.
- 10.3 Consideration may be given to “trainee” appointments when there is an absence of qualified applicants from which to make a selection. In this instance the deficiencies may be eliminated through orientation and on-the-job training, and the employee is designated a trainee by the County Manager (for employees in county general positions) or the Office of State Personnel (for employees in all positions subject to the State Personnel Act).
- 10.4 When suitable qualified applicants are unavailable and there is no trainee provision for the vacant classification, an appointment may be made below the level of the regular classification in a work-against appointment, allowing the appointee an opportunity to gain the qualifications needed for the full class through on-the-job experience. The work-against appointment is available for employees subject to the State Personnel Act. The appointee must meet the minimum education and experience standard of the class to which the appointee was initially appointed. A work-against appointment may not be made when suitable, qualified applicants are available who meet the education and experience requirements for the full class of the position in question.

### **11.0 Selection**

In filling vacancies, effort should be made to promote qualified employees from within county government before outside replacement is considered.

### **12.0 Appointments**

- 12.1 The record of appointment, the original application for employment, test score sheets (when applicable), and any additional supporting documents for general employees shall be forwarded to the Human Resources Director. For positions subject to the State Personnel Act, the Personnel Action Form (State PD100) shall be forwarded to Human Resources to be signed and returned to the proper agency. A copy of all of the above will be kept on file in the Human Resources Office. New hire paperwork is due to Human Resources within five (5) days from date of hire.

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- 12.2 If the duties of the position include operation of county-owned or county insured vehicles, the department head will, before issuing an offer of employment, conduct a review of the driving record provided by Human Resources of the person to be hired, which record will become a part of the personnel file.
- 12.3 The Sheriff and the Register of Deeds shall have authority over appointments in their respective departments, with the Human Resources Director determining the class and the salary of new employees. The Board of Elections shall have authority over appointments for the Director and Deputy Director, with the Human Resources Director determining the class and the salary of new employees.
- 12.4 The Board of County Commissioners must approve the appointment by the Sheriff or the Register of Deeds of a relative by blood or marriage of nearer kinship than of first cousin or of a person who has been convicted of a crime involving moral turpitude.

### **13.0 Promotion**

Candidates for promotion shall be chosen on the basis of their qualifications without regard to race, color, religion, gender, national origin, political affiliation, non-disqualifying handicap, or age. First consideration for filling positions shall be given to employees already in service with the County and who possesses the minimal education and experience requirements. If a current employee is chosen for promotion, the department head shall forward the request to the Human Resources with recommendations for classification and salary along with reasons for selecting the employee over other applicants. After considering the department head's recommendation, the County Manager shall confirm or reject the appointment. If the County Manager confirms the appointment, he or she shall determine the starting salary for the employee.

### **14.0 Demotion**

- 14.1 An employee whose work is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in another position. The employee shall be provided with written notice citing the recommended effective date of the demotion, the reasons for the demotion, and the appeal rights available to the employee as stated in the disciplinary policy.
- 14.2 An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a voluntary demotion. This request must be provided in writing to the Department Head. A voluntary demotion is not a disciplinary action and is made without using the disciplinary procedures.

### **15.0 Transfer**

- 15.1 If a vacancy occurs and employee eligible for transfer from another department wishes to be considered for the appointment, a written request and application

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must be forwarded to the Human Resources Director during the recruitment period for the position. The request for transfer shall be subject to approval of the County Manager. If the transfer is at the request of the employee, it must be provided in writing to the Department Head.

- 15.2 Any employee who has successfully completed a probationary period may be transferred to any other position without serving another probationary period. Exception: A transfer into the Register of Deeds Office or Sheriff's Department.
- 15.3 Transfer of employees from one department to another may be made by management as deemed in the best interest of the county. Lateral transfers shall not be appealed.

**16.0 Employment of Convicted Felons**

- 16.1 Applicants who are under a work release program may be employed by the appointing authority without further investigation and consideration if the applicant comes highly recommended by the Department of Corrections or law enforcement agency which has custody of the subject applicant, and provided that the individual's employment shall be of a temporary nature, not to exceed the period of his or her sentence.
- 16.2 This policy is applicable upon the date of its original enactment, but does not apply to individuals employed by Bladen County prior thereto.