
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 301
EFFECTIVE DATE: 08/19/08
REVISED: 12/15/16
10/17/17
04/01/25
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: PERSONNEL OFFICE ROLE IN THE HIRING PROCESS

I. Policy:

It is recognized that the role of the Personnel Office is critical in the hiring process and that utilizing the subject matter expertise of those in the department will help ensure the selection of the most appropriately qualified candidate for each position. Therefore, Storey County will involve department management in the recruitment, examination, and selection process.

1. Correction of Administrative Errors

If Storey County should discover any administrative error regarding the process of filling a vacancy, it will correct the error at any time during the duration of the eligible list. No such correction shall affect an appointment.

II. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.