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<b>STOREY COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES</b>	<b>NUMBER:</b>	<b>302</b>
	<b>EFFECTIVE DATE:</b>	<b>08/19/08</b>
	<b>REVISED:</b>	<b>01/20/09   08/04/20 05/17/22   10/04/22</b>
	<b>AUTHORITY:</b>	<b>BOC</b>
	<b>COUNTY MANAGER:</b>	<b>AO</b>

**SUBJECT: SOURCE OF CANDIDATES; OPEN RECRUITMENT; PROMOTION;  
TRANSFER AND ELIGIBLE LIST TO VACANT POSITIONS**

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**I. Purpose:**

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

**II. Policy:**

**2.1 Filling Positions**

Regular positions may be filled by applicants selected from an existing eligible applicant pool. If no eligible applicant pool has been established or the pool contains no qualified applicants, the employer may initiate a recruitment (promotional from within or open to outside the organization) to create or renew an eligible applicant pool. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

The general policy of the county is to fill vacant or new positions from within the organization when possible, depending upon qualifications and interest of existing regular full-time, part-time, and casual employees. Employees are encouraged to apply for any vacancy for which they may qualify.

Promotional recruitments limit consideration of applicants to qualified employees currently working within a single department of the employer (departmental/promotions) or to qualified employees currently working within the employer (employer-wide/promotional). These internal recruitments are limited to employees in regular part-time and regular full-time status. Preference may be given to post-probationary employees with 12 or more months of service to the employer.

When deciding what type of recruitment to initiate, the employer will consider such factors as the impact of the decision on the employer's efforts to have a workforce which is representative of:

- a. The local population;
- b. The qualifications and level of responsibility required by the position;
- c. The extent to which the knowledge and skills required for the position can readily be acquired on the job;
- d. The qualifications of employees potentially available for placement on a promotional list;
- e. The effects on retention of present employees; and
- f. The likelihood of attracting well-qualified outside applicants.

After the employer has determined how it will announce the vacancy, it will develop a recruitment plan by determining the applicant pool it wishes to target and in what geographic region it will advertise; determining what types of media (e.g., internet, newspapers, trade journals) will be used to advertise and ensuring outreach efforts reach diverse applicant groups.

## **2.2 Eligible Applicant Pool**

- a. The employer may maintain eligible applicant pools consisting of the names of applicants eligible for hire based on the recruitment process. While generally used to fill a single position, eligible applicant pools may be used to fill additional positions which occur within 6 months of the establishment of the pool. Eligible applicant pools for law enforcement and fire protection positions may be maintained for up to 12 months when published as such.
- b. Any person on an appropriate reinstatement list shall be considered for employment in accordance with the employer's established layoff policy.
- c. An applicant will be removed from the eligible applicant pool if the applicant submits a written request to be removed, or if the applicant fails to respond within an allotted time period to instructions regarding participation in an examination or selection interview. An eligible applicant who refuses an offer of employment will be removed from the eligible applicant pool unless the specific circumstances of the refusal warrant otherwise as determined by the employer.

## **2.3 Transfers**

- a. An internal transfer is a lateral change of an employee from one position to another position in the same class or to a different class in the same salary range. A transfer may be made without regard to the provisions of Storey County relative to job announcements, postings, and appointment. The employee must successfully pass any required testing that may be required for the position if the employee did not previously hold the requested position.
- b. Internal transfers and promotions do not change the employee's date of hire. However, the anniversary date for future performance evaluations and merit salary increase considerations shall become the date of promotion.

## 2.4 Scope

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

## 2.5 Source of Applicant

Regular positions may be filled by applicants selected from existing eligible lists. If no eligible list exists, the employer may initiate a recruitment (open or promotional) to create an eligible list. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

Promotional recruitments limit consideration of applicants to qualified employees currently working within a single department of the employer (departmental/promotions) or to qualified employees currently working within the employer (employer-wide/promotional).

When deciding what type of recruitment to initiate, the employer will consider such factors as the impact of the decision on the employer's efforts to have a workforce which is representative of:

- a. The local population;
- b. The qualifications and level of responsibility required by the position;
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- d. The qualifications of employees potentially available for placement on a promotional list;
- e. The effects on retention of present employees; and
- f. The likelihood of attracting well-qualified outside applicants.

After the employer has determined how it will announce the vacancy, it will develop a recruitment plan by determining the applicant pool they wish to target and in what geographic region they will advertise; determining what types of media (e.g., internet, newspapers, trade journals) will be used to advertise and ensuring outreach efforts reach diverse applicant groups.

## 2.6 Emergency Appointment

In case of an emergency, as approved by the HR Director, an appointment may be made without regard to the provisions of Storey County HR policies relative to job announcements, postings, and appointment. Emergency appointments shall not continue longer than one year.

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