

## RULE 500

### RECRUITMENTS, POSTING, DURATION

*Note: Certain position allocations are required to be filled by State Merit Systems, and, as such, shall follow State Merit Systems rules and procedures when such rules or procedures are in conflict with any aspect of Rule 500.*

**501**        **MERIT BASED** - The recruitment, announcement, and testing process for permanent positions with the County of Lake is based on the following basic merit system principles:

- 1) All selections shall be competitive unless specifically exempted by the Board of Supervisors
  - a) Reasonable and appropriate effort is made to recruit qualified applicants.
  - b) All applicants are tested and grouped as to their relative qualifications and abilities. (If a single applicant, then s/he must be scored against a fixed standard.)
  - c) All appointments are made from the highest ranking group.
  
- 2) Tests shall be job-related.
  - a) Competitive tests shall consist of one or more parts designed to assess factors that are indicative of success on the job and do not assess factors that are irrelevant to job success.
  
- 3) Selections shall be impartial.
  - a) Tests shall be fair and impartial.
  - b) All applicants have an equal opportunity to demonstrate their qualifications under the same conditions and according to the same standards.
  - c) No applicant shall be discriminated against for employment or opportunity based on race, color, religion, sex, physical disability, medical condition, marital status, age, national origin, ancestry, political opinions, or other not-merit factors which are not substantially related to successful performance of the duties of the position.
  - d) No applicant shall receive special advantages or disadvantages in the way the test is designed, administered or scored.
  - e) Requests for reasonable accommodation during the testing process should be made by the applicant in advance and will be reviewed on an individual basis.

**502**        **RECRUITMENTS-** Recruitments shall be opened when a vacancy occurs or is anticipated in a permanent allocated position. Recruitments may require an approved waiver if a formal or an informal hiring freeze is currently declared by the Board of Supervisors. Departments shall request recruitments by submitting a requisition via the applicant tracking system (NeoGov). Department Heads and Human Resources may request recruitments to be extended, postponed, and/or cancelled. In the event of such actions, all applicants who have already applied for the recruitment will be notified.