

Purpose

The purpose of the hiring incentive is to attract and hire qualified employees for hard to fill positions. The County of Lake will pay a hiring incentive to a newly-appointed employee if the position has been determined to be hard to fill.

Newly Appointed

Newly appointed refers to the first appointment as an employee of the County of Lake. Hiring incentive may be used for appointments following a break in service of at least one year from a previous appointment.

Hard to Fill Positions

A hard to fill position is defined as employment trends and labor-market factors that have impacted the ability to hire quality candidates for non-entry level positions. To be eligible for hiring incentives for hard to fill position, the department must be fully engaged in the recruitment process by taking timely action with the eligibility list and scheduling the interviewing process within four weeks of receiving the eligibility list. In addition, to qualify for hard to fill the position you must meet at least three of the hard to fill criteria listed below.

Hard to fill criteria:

- Resulted in 2 failed recruitments in a six month period.
- The recruitments resulted in fewer than 3-5 qualified, eligible, and available applicants in a six month period.
- The recruitment resulted in qualified candidate that declined the County offer of employment due to wages and/or benefits documented in NeoGov.
- Non-entry level positions that have turned over multiple times in the last three to five years.
- Promotional recruitments are not eligible for hiring incentives.

Eligible positions:

See Attachment A for a full list of eligible positions

1. Attorneys
2. Engineering positions
3. Licensed medical staff
4. Mid / senior level management positions
5. Planners
6. Safety positions
7. Senior accounting and finance positions
8. Social Workers
9. Mental Health and Substance Abuse Positions
10. Positions with specialized skills and/or certifications

Review of Hard to Fill Eligible Positions

- The CCRR committee will review request in December and May to add a position to the hard to fill eligibility list.
- The Department Head must submit in writing a justification to add a position to the hard to fill eligibility list.

Hiring / Sign-on Incentive for Non-Safety Positions

- The Department Head may request a Sign on Incentive payment of 10% of the annual rate of pay to a newly appointed employee not to exceed \$10,000.00.
- The hiring incentive will be made in two (2) equal payments. The first payment will be made to an employee within the next available pay period following the date of hire and the second payment will be made upon successful completion of the first year of employment or successful completion of probation period.
- The employee must remain employed with the County for two (2) years or repay the hiring incentive and shall authorize such repayment as a payroll deduction and/or personal check payable to the County of Lake within 15 days of termination.

Sheriff, Corrections, and Probation Department Hiring Incentives

Deputy Sheriff I/II

- \$6,000.00 hiring incentive for Deputy Sheriff I/II.
- The \$6,000.00 hiring incentive will be made in two (2) \$3000.00 payments. The first \$3,000.00 payment will be made to an employee within the next available pay period following the initial, hire date and the second \$3,000.00 payment will be made upon successful completion of employment probation period.

Deputy Sheriff I/II – Corrections and Dispatcher

- \$5,000.00 hiring incentive
- The \$5,000.00 hiring incentive will be made in two (2) \$2,500.00 payments. The first \$2,500.00 payment will be made to an employee within the next available pay period following the hire date and the second \$2,500.00 payment will be made upon successful completion of employment probation period.
- Employee must remain employed with the County for two (2) years or repay the hiring incentive and shall authorize such repayment as a payroll deduction and/or personal check payable to the County of Lake within 15 days of termination.

Deputy Probation Officer I/II and Welfare Fraud Investigator

- \$6,000.00 hiring incentive
- The \$6,000.00 hiring incentive will be made in two (2) \$3000.00 payments. The first \$3,000.00 payment will be made to an employee within the next available pay period following the date of hire and the second \$3,000.00 payment will be made upon successful completion of employment probation period.
- Employee must remain employed with the County for two (2) years or repay the hiring incentive and shall authorize such repayment as a payroll deduction and/or personal check payable to the County of Lake within 15 days of termination.

Attachment A Hard to Fill Eligible Positions

1. Attorneys:

Deputy District Attorney II

Deputy County Counsel II

Child Support Attorney

2. Engineering Positions:

Air Quality Engineer

Air Quality Engineer, Senior

Associate Civil Engineer

CMOM Engineer

Principal Civil Engineer

Special Projects Engineer II

Water Resources Engineer II / Senior

3. Licensed Medical Staff:

Community Health Nurse

Licensed Vocational Nurse

Nurse Practitioner - Physician's Assistant

Occupational Therapist

Physical Therapist

Public Health Nurse

Psychiatric Technicians

Public Health Officer

Registered Nurse

Registered Dietician

Supervising Mental Health Nurse

4. Mid / Senior Level Management Positions:

Appointed Department Heads

Assistant County Administrative Officer

Assistant Directors

Behavioral Health Program Manager

Chief Building Official
Chief Deputy Auditor-Controller
Chief Deputy County Administrative Officer
Directors (BH)
Deputy Directors
Risk Manager
Special District Administrator

5. Planners

Planner, Associate
Planner, Senior
Principal Planner

6. Safety Positions:

Deputy Sheriff
Deputy Sheriff-Corrections
District Attorney Investigator
Public Safety Dispatcher
Probation Officer
Welfare Fraud Investigator / Supervisor

7. Senior Accounting and Finance Positions:

Assistant Auditor-Controller
Accountant II
Accountant-Auditors
Payroll Analyst, Senior
Supervising Accountant

8. Senior Social Workers:

Social Workers
Social Worker Supervisors

9. Mental Health & Substance Abuse Positions

Mental Health Specialist II
Mental Health Specialist Senior
Mental Health Team Leader

Substance Abuse Counselor

Substance Abuse Counselor Senior

10. Specialized Skills, Certifications,

Water/Wastewater Treatment Plant Operator II/III

