



Legislation Text

File #: 18-228, **Version:** 1

MEMORANDUM

TO: The Honorable Board of Supervisors

FROM: Kathy Ferguson, HR Director

DATE: March 27, 2018

SUBJECT: Consideration of Revision to Personnel Rules 400 through 800 Regarding County Recruitment Processes and Applicable Definitions in Rule 100

EXECUTIVE SUMMARY:

For the last year the Human Resources Department has met with department heads individually and in focus groups to craft a revision to the recruitment rules that meets merit principles, speeds up the recruitment process, and has the flexibility to meet the varying needs of departments of all sizes and all recruitment circumstances. The attached revision to Personnel Rules 400 through 800 is the result of that work.

A summary of the major changes is as follows:

1. Recruitment rules were put in a more logical order: vacancies first; recruitment next; then applicant responsibilities and screening of applications; then applicant testing.
2. Merit systems principles are defined.
3. Allows for 4 types of recruitments: Scheduled Open recruitments; Open until Filled recruitments; Standard Promotional Only Recruitments; and Promotional Only Training Assignments considered recruitments where all promotional applicants are credited with a year of experience prior to screening.
4. Shortens the minimum recruitment requirements by 5 days for both promotional only and open recruitments
5. Defines a process to use position specific supplemental questions to further screen applicants.
6. Memorializes standard substitutions for minimum requirements as is the current practice
7. Broadens requirements for panel composition.
8. Extends Veteran's Preference points to all Veterans on first appointment to the County instead of the current practice of restricting the points to the first 3 years after discharge.
9. Creates 4 types of eligibility lists: Unranked Untested; Open until Filled Unranked; Unranked

Tested; and Ranked.

10. Increases the number of applicants on an eligibility list issued to the department.
11. Shortens the life of an eligibility list from 1 year to six months but allows for it to be extended up to two years.

Please note that the language for the Pre-employment Medical Review Program has not changed. That program is under a separate review for a future revision.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Staff recommends that your Board approve the revision to Personnel Rules 400 through 800 and applicable Definitions in Rule 100 and authorize the Human Resources Director to conduct Meet and Confer with all bargaining units on the applicable sections of the rules.