

Subject: RECRUITMENT & SELECTION PROCESS

Date: March 28, 2018

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Replaces Procedure Dated: September 1, 2010

PURPOSE: To establish and define the recruitment process to be used to identify, screen and select candidates to fill vacancies in County employment.

SCOPE: This policy applies to all County departments and Elected Officials.

STATEMENT OF POLICY: It shall be the responsibility of the Pinal County Human Resources Department to oversee and assist County departments and Elected Officials in the recruitment of staff.

PROCEDURE:

1. The recruitment and selection of candidates for employment into covered positions in Pinal County will be conducted in full adherence with the Pinal County Merit System Rules. In the event of a conflict between this procedure and the Pinal County Merit System Rules, the Merit System Rules will prevail.
2. Human Resources is responsible for the consistency and equity of job descriptions across the County. The Human Resources Department will maintain an on-line Requisition and Applicant Processing Program which County departments and Elected Officials will use for the submittal of post-employment opportunities, accept online employment applications, screen applications, transmit applications to the hiring authority, and enter new hire information to initiate the onboarding process. Human Resources shall be responsible for creating job descriptions in conjunction with departments and Elected Officials. Departments and Elected Officials are encouraged to utilize “preferred qualifications” to personalize job descriptions.
3. Executive search firms may be used to broaden the scope of the search and better meet Pinal County goals of attaining diversity at senior levels. Executive search firms may be used for hiring into very senior positions, such as director level and above and, in some circumstances, other specialist roles. Approval for use of an executive search firm may be authorized by the County Manager. The use of an executive search firm shall be funded from the requesting department or Elected Official’s budget.
4. It shall be the responsibility of each Department or Elected Official to designate an individual to enter requisitions into the on-line system (Initiator) and another individual to approve requisitions for submission to Human Resources on-line (Approver).
5. It shall be the responsibility of the Human Resources representative assigned to support designated Departments or Elected Officials to review requisitions received from the supported locations to ensure all information on the requisition is accurate, and to assign a requisition number and then forward the requisition to Human Resources for approval. The Human Resources Manager will verify the information and post the job online.

6. All job postings for positions covered by the Pinal County Merit System must be posted in accordance with the provisions of Rule 4 of the Pinal County Merit Rules for a minimum of 5 working days or that a posting remain active for any specific designated period in excess of 5 days or that it remain open until filled. a) If a posting is to remain open until filled, a statement will be entered onto the requisition that states, *“This announcement may be closed as soon as a sufficient number of qualified candidates have applied”*. b) If a job posting is for a position that is grant funded, the announcement must state that the position is Grant funded and that continued employment is contingent upon available funding. c) If the job posting is for a position that is not covered under the Pinal County Merit System the announcement must contain the following explanation in the instruction to applicants section, *“This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is “at will”; the employee may be terminated at any time, for any reason, with or without cause.”*
7. As applications for posted positions are received, it will be the responsibility of the assigned Human Resources representative to review the qualifications of the applicant against the stated minimum requirements contained in the job announcement and make a determination that the applicant either does or does not meet those minimum requirements. Only applications of those applicants who meet or exceed the minimum qualifications for a position will be referred for review. County Manger is authorized to waive the requirements for a minimum qualification for good cause, after a waiver request form is submitted through Human Resources from the Appointing Authority. Departments are encouraged to under fill where a candidate does meet the minimum qualifications.
8. Upon request, the assigned Human Resources representative will assist the hiring department or Elected Official in the preparation of interview questions and the interview rating process, scheduling of interview sessions, and participation on selection panels. Once a finalist has been identified, the Human Resources representative will initiate and coordinate the background checking process. In general, only after receipt of an acceptable background investigation should an offer of employment be extended. Offers extended prior to receipt of the completed background investigation process must be extended *“contingent upon receipt of a satisfactory background investigation.”* The Human Resources representative will prepare the formal offer letter.
9. When the status of an application changes, the Human Resources representative will enter the status change into the online system to ensure the appropriate notification is made to the applicant. When a selection decision is made, the status of the remaining finalist candidates should be changed to *“Not hired”* to ensure all are notified of the selection decision. Once the offer of employment has been accepted, the online hiring proposal is to be completed and submitted to the Department Director for final approval.
10. Information obtained from the application, interview, selection tests (if applicable), and in references (if obtained prior to interview), should be assessed against the job description when making a selection decision. Interview proceedings are confidential and interviewers are only free to divulge to others the decision reached after an applicant has accepted the position.

Panels shall select the best qualified applicants for the position. Selection should be in accordance with the Federal Uniform Guidelines and Selection Procedures and Pinal County Merit Rule 4.

11. All documentation resulting from the conduct of an interview process must be retained by the hiring department for the period of time designated by the Arizona State Library, Archives and Public Records, record retention schedule.