



# Unified Government Human Resources Guide

Effective 07-14-05

## SELECTION/TRANSFER OF EMPLOYEES

- I. General: It is the policy of the Unified Government to fill open positions with the most qualified applicant.
- II. Policy
  - A. This policy shall be used for all vacant positions within the Unified Government, except as otherwise provided by union contract.
  - B. The Unified Government's selection process shall be based on merit, and will be administered in compliance with federal, state, and local equal employment opportunity laws, ordinances, and resolutions.
  - C. Responsibilities of Human Resources
    1. To initiate the recruitment process by:
      - a. Posting vacancy notices so that employees will be aware of all openings;
      - b. Advertising the availability of positions as necessary to reach a representative sample of applicants; and
      - c. Accepting applications at appropriate times from all those who desire to apply.
      - d. A conviction is not an automatic ban to employment. All circumstances will be considered.
  - D. The Selection Process:
    1. A vacancy occurs by a separation, a transfer, or the creation of a new position.
    2. The department submits to Human Resources a Personnel Action Notice (P.A.N.) with the "Requisition" portion of the form completed, attaching a brief job description, a request to place a classified ad(s), if desired, and justification for filling the position.
    3. To create a new position, the department must submit a "Request to Create New Position" form to the Human Resources Department. Human Resources will determine the proper classification for the position. The form will be forwarded by Human Resources to the Budget Department for funding approval. The creation of a new position inventory number will be subject to approval by the County Administrator or designee.
    4. Departments must submit a "Notification of Grant Application Form" and a "Request to Create New Position" form for newly created grant funded positions. Grant funded positions must be indicated on the Personnel Action Notice. (See definition for grant funded position)



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5. Human Resources reviews the Personnel Action Notice to ensure that the information is correct and obtains the approval of the County Administrator or designee.
6. Human Resources coordinates the posting of the approved position with the department or division.
7. Requisitions for vacant positions that are approved on or before Tuesday at noon, are posted for at least one week. Applications/resumes are accepted for posted positions until 5:00 p.m. of the closing date of the desired position.
8. Prior to position openings being posted to the general public, position are first posted for Unified Government employees only, unless otherwise provided by bargaining agreement or other policy.
9. Applicants may activate an application which has been on file for no more than one year. Employees of the Unified Government are not permitted to use applications in his/her personnel file.
10. Applications and resumes are accepted for posted positions only.
11. All applicants must take skills tests when applying for a position that requires such testing. Tests are valid for 6 months from the original date of submission.
12. Human Resources screens the applications, sorting as to who meets the minimum requirements and other applications received. The screening includes, but is not limited to:
  - a. Assessment of each applicant's educational background;
  - b. Assessment of related work experience; and
  - c. Testing of aptitudes and skills where applicable.
13. Applications and resumes and the approved requisition are forwarded to the department or division two working days after the closing date.
14. The department must complete the selection process within 45 calendar days by contacting HR with the selection of a candidate and returning the applications. If the 45-day deadline is passed, the department must notify Human Resources of the status in writing.
15. The appropriate department staff
  - a. conducts interviews (from the applications received from Human Resources) and selects the most qualified applicant
  - b. checks the references



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- c. The interviewing department is to notify Human Resources of the targeted applicant for investigation of the applicant's motor vehicle record (MVR) or criminal history check if required.
      - d. Department contacts Human Resources with recommended applicant's name and phone number. Human Resources staff reviews selection for meeting minimum qualifications.
16. The Human Resources Department makes a conditional offer of employment to the selected candidate and arranges for post offer physical and drug screen.
17. Human Resources contacts department with test results.
  - a. If results are successful, department proceeds by arranging a start date with the candidate.
  - b. If the results were not successful, the department may submit a second candidate or request the position be reposted.
18. The department submits the following to Human Resources:
  - a. The completed Personnel Action Notice (PAN) attached to the application of the successful candidate.
  - b. Employee Waiver for Grant Funded Position (if applicable)
  - c. All other original applications and resumes
  - d. Justification for selected candidate, documentation of candidates who were interviewed, a copy of questions used in the interviews and results of reference checks, MVR reports and criminal history checks.
19. New hires—New employees and recalled employees shall be compensated at step one of the assigned pay range.
  - a. Based on the candidate's qualifications the hiring manager may compensate a new or recalled employee at a higher step.
  - b. No step assignments greater than the midpoint shall be offered to the candidate without prior written justification and written approval by the County Administrator
20. Promotions - When an employee transfers to a higher classification, the employee shall be placed at the first step in the range that will give him/her a pay increase.
  - a. Based on the candidate's qualifications the hiring manager may compensate the employee at a higher step.
  - b. No step assignments greater than the midpoint shall be offered to the candidate without prior written justification and written approval by the County Administrator.



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21. Human Resources sends written notification to the selected candidate, confirming the appointment, the starting date and the salary and also notifies candidates not selected of their status.
22. The newly appointed or transferred employee reports to Human Resources for orientation and processing.

## E. Transfers

1. A transfer is defined as an action which truly changes an employee's status, thus "working out of class" or other temporary moves do not require a transfer. A transfer is one or more of the following:
  - a. A promotion or a demotion;
  - b. A move from one position to another;
  - c. A move from one department, division, or subdivision to another;
  - d. A change from full-time to part-time, or part-time to full-time; or
  - e. A change from full time employment to summer or seasonal, or from summer or seasonal to full time employment.
2. The Administrator may determine that a vacancy be filled by direct transfer of a qualified employee in lieu of the normal selection process.
3. The transferred employee's new department obtains from the old department all necessary information about the employee's compensated time banks. Information about the Seniority Date for benefits is transferred. The date of the Transfer is considered to be the divisional seniority date; any exceptions should be noted in writing at the time of the Transfer.
4. Accrued and unused leave:
  - a. All accrued and unused sick and vacation leave shall transfer with the employee to the new department. If the receiving department cannot allow the vacation to be taken or accumulated, at the discretion of the Administrator it may be paid out to the employee at the time of the transfer
  - b. Comp time may transfer along with the employee to the new department, may be paid out in lump sum by the old department, or the employee may be allowed to use a portion or all accrued comp time prior to transfer. All options shall be at the discretion of the Administrator.
  - c. No comp time or vacation balances will be transferred along with the employee when transferring to a sworn position in the Police or Fire Departments. These balances must be paid out by the former department.



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5. All employees new to any position are subject to a probation period for a minimum of six months. See 2.9—Probation Period.

RELATED POLICIES: 2.1 Equal Opportunity in Employment  
2.17 Americans with Disabilities Act

RELATED FORM(S): Personnel Action Notice  
Employee Waiver for Grant Funded Position  
Notification of Grant Application  
Request to Create New Position