



PERSONNEL RULES

APPOINTMENTS & STAFFING RECRUITMENT §2103

Overview: Tehama County is committed to ensuring the methods and techniques used in the recruitment process are effective in attracting the most qualified individuals possible for employment consideration.

Applicable to: All employees

Definitions: Emergency Appointments - Prior to Board approval, a department head may hire extra help without allocated funds in cases of urgent necessity, to preserve life, or to prevent great property loss to the County or its citizens. Approval shall be obtained for such hiring at the first regular Board meeting following hire.

Employment List - An arrangement of candidates for County employment or promotion created as a result of a recruitment or examination process. See TCPR §2111: Employment Lists.

Job Announcement - A printed job flyer or a posting on the County's recruitment website.

Job Type - Extra Help, Full-Time, Limited Term – Sunset Position, Part-Time, Seasonal or Volunteer

Online Hiring Software - The software program on which the County manages recruitments.

Open Eligibility List - An arrangement of candidates for employment who are deemed qualified as a result of an open recruitment process conducted by the Personnel Office. An open eligibility list is established, approved, and maintained by the Personnel Office and is available for use by any department in the County.

PAL - The Position Allocation List (PAL) contains the number of allocated full-time or part-time positions in each County department or budgetary division as determined by the Board of Supervisors.

Recruitment Website - The website on which applicants view County job announcements and apply for positions.

Guidelines: All regular positions and extra help positions, except emergency appointments, shall be filled by persons who have participated in the recruitment process.

Prior to requesting a recruitment, the hiring manager shall review the classification specification to verify that it accurately represents the essential functions and qualifications of the position. If no revision is necessary, the hiring manager may move forward with the recruitment process. If a revision is necessary, the department head shall request to revise the classification specification in accordance with TCPR §2204: Request to Revise a Classification Specification. If the revision is approved by the Board of Supervisors, the department may then begin the recruitment process.

To begin the recruitment process, a department must have an open allocation for a classified position, or have available funds appropriated for an extra help position. If there is no vacancy within the department's allocated positions, or there are not funds appropriated for an extra help position, or if a position is expected to become vacant

but the employee has not vacated the position, a recruitment may only be conducted to establish an employment list.

If the recruitment is for a classified position and is not allocated for in the current PAL, the department head must obtain approval from the Board of Supervisors prior to starting the recruitment process. See TCPR §2201: Request for Changes to PAL.

A department head may hire seasonal, temporary, or extra help employees without approval by the Board of Supervisors, if there are available funds appropriated. However, a recruitment must still be completed. Candidates who have completed the recruitment process and were not selected for the permanent position, may be offered an extra help position without an additional recruitment.

Types of Recruitment

The determination of the type of recruitment to be conducted shall be made by the department head or his/her designee with approval by the Personnel Director. When a position is promotional in nature, the recruitment and selection process may be limited to County or departmental employees.

- Open Recruitment - This is a general recruitment and is open for anyone to apply. This is the basis upon which most vacant positions are posted.
- Promotional County Recruitment - Open to current Tehama County employees who meet the minimum qualifications of the position.
- Promotional Departmental Recruitment - Open only to employees within the department in which the vacancy exists, and who meet the minimum qualifications of the position. This type of recruitment must be approved by the Personnel Director.

Promotional recruitments are not allowed if a current employment list exists for the classification within that department. Exceptions may apply with approval from the Personnel Director.

Open Eligibility List Recruitment

The Personnel Office may hold open eligibility list recruitments for certain classifications which are considered to be shared throughout the County. If an open eligibility list exists, a department must review the candidates on such list prior to initiating a new recruitment. Candidates who apply for an open eligibility list recruitment may be called upon from any County department.

The Personnel Office will be responsible for preparation, approval, and maintenance of open eligibility list recruitments.

Recruitment Request

To fill a vacant position, recruit for an extra help position, or recruit to establish an employment list, the department must submit a requisition to the Personnel Office via the County's online hiring software system. Requisitions must be submitted no less than three (3) consecutive business days prior to the desired posting date of the position.

The requisition shall include the following:

- Department
- Classification title
- Job type (full-time, part-time, extra help, sunset position, seasonal or volunteer)

- Type of recruitment (Regular, Promotional County Recruitment or Promotional Departmental Recruitment)
- Number of vacancies (not applicable for eligibility list recruitments)
- Position details and PAL number of the position (not applicable for eligibility list recruitments)
- Desired closing date
- Any supplemental information to be added to the recruitment

Once a requisition has been submitted by a department, the Personnel Office shall review the request for approval. An approval or denial notification shall be sent to the department.

Job Announcement

After a recruitment request has been approved, the Personnel Office shall create a job announcement.

Job announcements and advertisements may not contain requirements for any specific knowledge, abilities, education, experience, etc., which are not specified in the classification specification. However, desirable knowledge and abilities or ideal candidate language may be included. Job announcements must include the following:

- Classification title
- Wage
- Any special requirements; i.e. licensing certification, etc.
- Minimum qualifications
- Example of duties
- Notice that an eligibility list may be established
- The statement, *Equal Opportunity Employer / Americans with Disabilities Act Compliant/ Veterans' Preference Policy / Drug Free Workplace*

Prior to posting, the Personnel Office shall send the job announcement to the department for final review and approval.

Posting of Job Announcements

Following review and approval by the department, the Personnel Office shall post the job announcement to the County's recruitment website.

Job announcements, other than Promotional Departmental Recruitments, shall be sent via email to the Clerk of the Board's Office, all department heads, personnel contacts and the recognized employee organization for the position. Promotional Departmental Recruitment announcements shall be sent to the department which the vacancy exists, as well as the recognized employee organization for the position.

The announcement shall be posted in an area easily accessible to or circulated among departmental employees. The purpose of this procedure is to afford County employees an opportunity to apply for vacant positions. An application for employment does not ensure any rights to the position.

Closing Date

A job announcement must be posted for a minimum of ten (10) calendar days prior to interviews being conducted. Due to the possibility of a potential candidate having questions or experiencing technical difficulties with the recruitment website, job

announcements shall not close on a weekend or holiday. Under no circumstances, will a job posting be closed prior to the advertised closing date. The closing date time for all recruitments shall be 5:00 pm.

To ensure job announcements are current and competitive, continuous recruitments shall not be conducted. Alternatively, the Personnel Office will set the internal closing date sixty (60) calendar days from the date of posting. On such recruitments, a closing date will not be visible. Instead, the advertised posting date will indicate "Open Until Filled." The department may request to close the recruitment prior to the end of the sixty (60) day period. However, the ten (10) calendar day posting requirement must still be met. The Personnel Office shall then close the recruitment and notify other departments to remove the job announcement.

Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). MSS requires the job announcement includes the closing date and time. Therefore, continuous recruitments titled "Open Until Filled" are not permitted for MSS recruitments. The method for accepting applications for MSS recruitments is listed below under "Methods of Accepting Applications for Employment". Applications for employment for MSS recruitments must be received by the closing date and time listed on the job announcement.

Advertisement

Various methods of media publicity may be used to bring notice of vacancies to as many qualified persons as possible. Publication of advertisements shall not be scheduled until the Personnel Office has posted the approved job announcement on the recruitment website.

A department may use paid advertisement to promote job announcements, at the expense of the department.

The Personnel Office may assist a department with an advertisement plan.

Methods of Accepting Applications for Employment

No applications shall be accepted after the recruitment has closed.

Applicants must submit a separate application for each position in which he/she is applying for. All applications must be submitted via the recruitment website. A link to the recruitment website can be found on the Tehama County Personnel Office internet page under the tab titled "Job Opportunities". Should a paper application be accepted by the department, the application must be manually entered by the department hiring manager into the online hiring software system.

To allow a comprehensive review and evaluation of an applicant's qualifications, an application must be completed in sufficient detail. Incomplete applications may not be considered. Applications not including satisfactory evidence of certification, registration, license, or educational attainment where such requirement is stated in the classification specification / job announcement, may not be considered.

All applications must be completed and signed (may be electronically signed) by the applicant.

Applications must include:

- The applicant's name, address and personal data

- The applicant's work background

Extended Recruitment

If there are ten (10) or less qualified applicants for a recruitment, a department may request an extension. Such requests shall be submitted to the Personnel Office prior to the closing date of the recruitment. A job announcement may only be extended twice. If the second extension is unsuccessful, the department should consult with the Personnel Office.

In the event of an extension, the hiring manager shall notify all current applicants of the extension and the new closing date.

Failed Recruitment:

Should a department be unable to obtain any qualified candidates during the recruitment process, the department shall consult with the Personnel Office to determine other methods of recruitment, and/or determine if a revision of the classification specification is necessary.

To determine whether a recruitment has failed, a department will have completed the following and found no qualified candidates:

1. Posted the job announcement two consecutive times or extended a job announcement twice
2. Advertised the position on multiple advertising platforms
3. Evaluated all applications received during the recruitment period (See TCPR §2105 Screening Process)
4. Interviewed applicants that meet the minimum qualifications (See TCPR §2106: Interview Process)

In cases when the need exists to recruit for, and hire employees whose skills, professional licenses, professional degrees, or certifications by law are in such demand that Tehama County wages attract no qualified candidates, the department shall consult with the Personnel Office. In an effort to obtain qualified applicants for such positions, the Personnel Office may conduct a classification study and/or a salary survey.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Hiring Manager The hiring manager is responsible for:

- Reviewing the classification specification to verify accuracy of the essential functions and qualifications prior to requesting a recruitment
- Submitting a recruitment request to the Personnel Office, no less than three (3) business days prior to the desired posting date of the position
- Reviewing and approving the job announcement created by the Personnel Office
- Manually entering paper applications received into the online hiring software system
- Submitting a request to extend a recruitment to the Personnel Office prior to the closing date of the posting, as well as notifying all current applicants of the extension and new closing date

Department Head Department Heads or his/her designee are responsible for:

- Requesting to revise the classification specification in accordance with TCPR §2204: Request to Revise a Classification Specification, if a revision to a classification specification is necessary prior to starting the recruitment process.
- Requesting approval from the Board of Supervisors, prior to starting the recruitment process, if a position is not allocated for in the current PAL.
- Requesting approval from the Personnel Director to conduct a Promotional Departmental Recruitment.
- Consulting with the Personnel Office in the event of a failed recruitment

Personnel Office The Personnel Office is responsible for:

- The preparation, approval, and maintenance of open eligibility list recruitments
- Reviewing recruitment requests submitted by a department
- Sending an approval or denial notification to a department
- Creating job announcements
- Sending job announcements to a department for final review and approval
- Posting job announcements
- Extending job announcements at the request of a recruiting department
- Consulting with a department to determine other methods of recruitment, if a revision of the classification specification is necessary, and/or if a classification study or salary survey is necessary if a department is unable to obtain any qualified candidates during the recruitment process

Required Forms: Recruitment Request (via the current online hiring software)

References: TCPR §2105 Screening Process; TCPR §2106: Interview Process; TCPR §2111 Employment List; TCPR §2201: Request for Changes to PAL; TCPR §2204 Request for Revision to Class Spec; Tehama County Charter and Code 3.28.080; 3.28.090; Tehama County Administrative Policies & Procedures #318 Failed Recruitment; Tehama County Ordinance No. 1886

Effective Date: November 5, 2019

Revised Date: March 19, 2024

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.