

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>  <b>NEW POSITIONS &amp; VACANCIES</b>	<b>DATE APPROVED:</b>  <b>7/6/17</b>	<b>EFFECTIVE:</b> <b>7/6/17</b>	<b>POLICY NO.</b> <b>306</b>
		<b>REPLACES:</b> <b>306 OF 1/22/09</b>	

**NEW POSITIONS:** For creation of a new position, the following documents must be forwarded to the Human Resources Department: 1) a job description which accurately defines the essential responsibilities, duties, and qualifications of the new position, and 2) a completed job analysis questionnaire which accurately captures all of the necessary functions and other attributes of the position. Human Resources will review the documents, score the position for accurate placement on the wage scales, and make other required determinations about the position, in accordance with Policy #310 (Job Classification and Compensation) and/or applicable union collective bargaining agreement.

After the position has been evaluated and discussed with the requesting Department Head and approval has been granted by the Human Resources Department to proceed, it will be forwarded to the County Administrator/Controller for approval prior to presentation to the Board of Commissioners. The Board of Commissioners shall determine whether or not to add the position to the Authorized Staffing Allocation Report. If approved, the hiring department will complete a Job Requisition Form with posting and advertising instructions and return it to the Human Resources Department to post.

**VACANT POSITIONS:** To fill a vacant position, the following documents must be forwarded to the Human Resources Department: 1) a completed Job Requisition Form to post the vacant position with any instructions about advertising, etc. and 2) a copy of the job description.

Once the properly completed documentation is received by the Human Resources Department it will be forwarded to the County Administrator/Controller, or designee, for review. If approved, the job requisition will be returned to Human Resources and posted accordingly.

**POSTING/HIRING:** Provided that the Board of Commissioners has approved the Authorized Staffing Allocation and related budget funds to fill a new position or vacancy, the posting and hiring procedures are as follows:

1. The Human Resources Department will post the position internally in the human resources office, other employee bulletin boards, and on the County website if applicable. External advertisements will be placed as needed in the appropriate publication(s) and websites.
2. The Human Resources Department will ensure all postings are in compliance with Board Policy 315, Equal Employment Opportunity (EEO) Policy.

3. All applications, resumes and letters of interest will be submitted to the Human Resources Department; accepted through the specified deadline; and tracked for EEO purposes.
4. The requesting department will review the applications, resumes and letters of interest. Minimum qualifications will be determined pursuant to the job description on file with the Human Resources Department and candidates will be selected for interviews. The Human Resources Department will assist the hiring department with the generation of interview questions.
5. The requesting department will schedule and conduct interviews for the open position and select the candidate to whom they would like to offer the position. Upon request, the Human Resources Department will assist with this process.
6. Offers of employment shall be made contingent upon the completion of a reference check, criminal background check, and drug testing. Certain Departments may require additional pre-employment screenings/tests pursuant to department policy and/or licensing regulations.
7. The selected candidate must complete an Authorization for Release of Information and Pre-Employment Drug Screen/Exam Form in order for the Human Resources Department or other authorized department to complete the background check and/or have the drug screen completed.
8. The Human Resources Department or another authorized department will send the candidate an official offer of employment letter. The wages and benefits in the offer letter must be consistent with the Board of Commissioners Policy #310 (Job Classification & Compensation), #340 (Employee Benefits), and/or the applicable collective bargaining agreement. The Administrator/Controller has the sole authority to provide an offer letter that sets forth different terms than these policies, and to be enforceable, it must be signed by the Administrator/Controller.
9. After successful completion of the above requirements, the candidate may start work as agreed upon and the Human Resources Department will coordinate all required new hire paperwork.
10. Applications will be kept on file in the Human Resources Department for the required State of Michigan retention period(s).
11. Executive Exemption: The County Administrator/Controller may elect to forego the posting process outlined above and authorize a direct appointment if warranted through succession planning or other circumstances.
12. The Board of Commissioners highly encourages all departments, including elected offices, to utilize the Human Resources Department throughout the entire hiring process in order to ensure compliance with federal and state laws, as well as adherence to County policies and procedures.