

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: NEW POSITIONS & VACANCIES	DATE APPROVED: 11/2/2023	EFFECTIVE: Immediately	POLICY NO. 306
		REPLACES: 306 OF 7/6/2017	

PURPOSE: Calhoun County is committed to attracting, promoting, retaining and when appropriate, rehiring individuals who not only meet the requirements of our positions but are committed to the County mission and values. Calhoun County values promoting from within when possible and employing the best candidates for approved positions.

RESPONSIBILITY: The County Administrator/Controller along with Human Resources, is responsible for the administration of this policy.

SCOPE: This policy applies to all employees and hiring managers involved in the recruitment and selection process. This policy does not apply when hiring appointed and elected official positions.

POLICY: The County will engage in effective recruitment and selection practices in compliance with all applicable employment laws. The County provides equal employment opportunity to all applicants and employees. Employment and promotions with the County are based on merit, competence and business qualifications related to the requirements of the position.

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 submit a Job Requisition through the County’s Applicant Tracking Software with posting and advertising instructions.

VACANT POSITIONS: To fill a vacant position, the hiring department will submit a Job Requisition through the County’s Applicant Tracking Software including: 1) instructions about advertising, etc. and 2) a copy of the job description.

Once the Job Requisition is completed, the approval process will begin with the Human Resources Department. If approved, it will be routed to the County Administrator/Controller, or designee, for review. If approved, the job will be posted and the hiring department will be notified.

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 on the County Employment website. 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 application materials, including resumes and letters of interest will be submitted electronically through the Applicant Tracking Software; accepted through the specified deadline; and tracked for EEO purposes. Applications will only be accepted for open/available positions.
4. The requesting department will review the application materials. Minimum qualifications will be evaluated 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. Hiring managers are responsible for ensuring no bias exists in the recruitment and selection process; decisions should be objective, impartial, and applied consistently.
6. Offers of employment shall be made contingent upon the completion of a reference check and criminal background check. Certain Departments may require additional pre-employment screenings/tests, such as drug testing, pursuant to department policy and/or licensing regulations.
7. The selected candidate must complete an Authorization for Release of Information and/or 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 a 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. Application materials will be retained by 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.

VIOLATIONS: Violations of this policy may result in disciplinary action, up to and including termination of employment. Retaliation against an individual for reporting a claim or for participating in an investigation, is also prohibited conduct under this policy. Acts of retaliation should be reported immediately to the Human Resources Director or designee. Substantiated claims of retaliation will be grounds for discipline up to and including termination of employment.

OTHER RELATED POLICIES:

Policy #315 – Equal Employment Opportunity

Policy #310 – Job Classification & Compensation

Policy #328 – Diversity, Equity, Inclusion, & Civility

Calhoun County reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.