

TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR

PREPARED BY: HUMAN RESOURCES (HR) DEPARTMENT

SUBJECT: HIRING PROCESS

PPM #: CW-P-004

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ISSUE DATE
February 9, 2018

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EFFECTIVE DATE
February 9, 2018

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PURPOSE:

To provide guidelines for filling employment vacancies and ensure compliance with all applicable laws.

UPDATES:

Future updates to this PPM are the responsibility of the Director of HR.

AUTHORITY:

Florida Public Records Law, Chapter 119, as may be amended.
Florida Statutes, Chapter 450, Child Labor Law, as may be amended.

POLICY:

All positions must be approved prior to initiating the hiring process. The minimum age for employment in a position under the County Administrator shall be 18. Exceptions must be approved by the Director of HR.

Employment interviews shall be closed to the public unless otherwise specified by law. Where the interview process is deemed a public meeting by law, the public will be admitted in an observer status only and may not participate in the interview(s). The County Attorney's office should be contacted for direction if there is a question whether a specific interview is a public meeting.

HR Department staff will make the tentative job offer pending employment reference checks, drug testing if applicable, and post-offer physical. No job offers are to be made by the department head or other appointing authority.

PROCEDURES:

18 Years of Age or Older

1. To initiate the advertisement of a vacancy, departments/divisions/agencies must initiate a New Employee Requisition (NER) in the Human Resources Information System (HRIS), to be approved by the appropriate department head. Positions at department head level or higher require approval of the County Administrator or Deputy County Administrator. Approved NERs will be routed via HRIS to the HR Department. Departments must submit interview questions to Recruitment and Selection in a sealed/taped envelope marked "CONFIDENTIAL" prior to Referral List distribution. If questions are not approved, staff will contact the department, discuss the problems and advise accordingly.
2. HR Department staff will verify information on the NER, advertise the job vacancy, rate the applications, submit a Referral List to the department, and notify the final applicants to contact the department for an interview.
3. The department will interview applicants who are listed on the Referral List, make a selection, and return the completed Referral List to the HR Department. The department will code the Referral List using the following codes; A=selected applicant, WC=would consider for next vacancy; NC=no consideration-which requires specific explanation. A second choice may be indicated by coding WC-1, WC-2, etc.
4. HR Department staff will perform employee reference checks prior to scheduling a drug test if applicable. If the reference check is unfavorable, HR will notify the hiring department.
5. HR Department staff will make the tentative job offer, pending a post-offer physical.

Under 18 Years of Age

Hiring an employee under age 18: A written request must be submitted to the Director of HR, prior to making a commitment to employ anyone under age 18. The request must include a detailed description of the work the employee(s) will perform, including any operation of equipment or machinery. HR will review the request to ensure adherence to child labor laws.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. A.O. 7-1, dated 5/4/76
2. PPM #CW-P-004, dated 7/1/88
3. A.O. 7-3, dated 7/18/85
4. PPM #CW-P-006, dated 7/1/88
5. A.O. 7-12, dated 9/17/76
6. PPM #CW-P-OI3, dated 7/1/88
7. A.O. 7-13, dated 7/1/88
8. PPM #CW-P-OI4, dated 7/1/88
9. PPM #CW-P-004, dated 7/1/98
10. PPM #CW-P-004, dated 12/17/12