

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES DEPARTMENT
SUBJECT: HIRING PROCESS
PPM #: CW-P-004

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ISSUE DATE
November 1, 2006
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EFFECTIVE DATE
November 1, 2006
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PURPOSE:

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

UPDATES ARE THE RESPONSIBILITY OF:

Future updates to PPM# CW-P-004 will be the responsibility of the Director of Human Resources.

AUTHORITY:

1. Florida Public Records Law
2. Florida Statutes, Chapter 450, Child Labor Law

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 eighteen (18). Exceptions must be approved by the Director, Human Resources Department.

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.

Human Resources Department 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 heads or other appointing authority.

PROCEDURE:

18 Years of Age or Older:

1. To initiate the advertisement of a vacancy, departments/divisions/agencies must complete a New Employee Requisition form signed by the appropriate department head. Positions at department head level or higher require approval of the County Administrator or Deputy County Administrator. Completed/approved forms should be forwarded to the Human Resources Department. Departments must submit interview questions to Recruitment and Selection in a sealed/taped envelopment marked "CONFIDENTIAL" prior to referral list distribution. If questions are not approved, staff will contact the department, discuss the problems and advise accordingly.
2. Human Resources Department staff will verify information on the form, 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 Human Resources 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. Human Resources Department will perform employee reference checks prior to scheduling a drug test if applicable. If the reference check is unfavorable, Human Resources will notify the hiring department.
5. Human Resources Department 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, Human Resources Department, 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. Human Resources Department will review the request to ensure adherence to child labor laws.

**ROBERT WEISMAN
COUNTY ADMINISTRATOR**

Supersession History:

1. A.O. 7-1, dated 5/4/76
2. CW-P-004, dated 7/1/88
3. A.O. 7-3, dated 7/18/85
4. CW-P-006, dated 7/1/88
5. A.O. 7-12, dated 9/7/76
6. CW-P-013, dated 7/1/88
7. A.O. 7-13, dated 7/1/88
8. CW-P-014, dated 7/1/88
9. CW-P-004, dated 7/1/98