

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes X No     )

Adopt this resolution approving the addition language "Temporary Assignments" to Section VI: Mariposa County Selection Procedures of the Equal Employment Opportunity and Affirmative Action Policy and Program.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Mariposa County's Equal Employment Opportunity and Affirmative Action Policy and Program was adopted by Board of Supervisors' Resolution 90-301, and Section VI: Mariposa County Selection Procedures was added per Board Resolution No. 91-156. Approval of this resolution would add additional language to the last page of this policy to define Temporary Assignments.

In addition to utilizing personnel certification lists, the County departments have an occasional emergency hire need for short-term extra-help assignments. The addition of this language to Section VI: Mariposa County Selection Procedures would provide a mechanism whereby such emergency hires can be made.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution.

Amend the proposed new language as deemed necessary by the Board.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 92-443 Ord. No. \_\_\_\_\_

Vote - Ayes: 8 Noes: \_\_\_\_\_

Absent: Reggie Fater Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

**POLICY AND PROGRAM OF MARIPOSA COUNTY EMPLOYMENT**  
(Board of supervisors' Resolution No. 90-301)

**SECTION VI: MARIPOSA COUNTY SELECTION PROCEDURES**

**RECRUITMENT**

The Personnel Office will be responsible for recruitment and testing for all County positions including but not limited to regular/full-time and extra-help positions. When a vacancy occurs, the department requests that Personnel begin the recruitment process, which generally consists of job announcement, application screening, appropriate examinations and the establishment of a list of qualified candidates. Examinations will be given to determine the applicants knowledge and abilities. Examinations will consist of the completed Mariposa County application, any and all supplemental applications, an evaluation of training and experience, performance tests, written tests, oral appraisal boards, reference checks, or any combination of these. The department head will receive a list of the top three (3) to five (5) candidates to interview, from which an appointment will be made to the position available. Personnel may re-recruit if less than three (3) qualified candidates exist on a list. all tests are designed to be job related and to aid in the selection of the best qualified applicants. All appointments are based on merit without reference to age, sex, race, creed, or national origin.

**APPLICATIONS**

Interest Cards will be accepted at any time; applications for a specific position will be accepted when a recruitment occurs in that classification.

Applications for employment will be made to the Personnel Office on the official County application form.

**SCREENING**

At times, recruitment may result in a large number of applicants who meet the minimum qualifications. When such circumstances arise, the County may limit the number of applicants or candidates to advance through the examination process based on such considerations as the following:

- 1) Length, type and level of work experience related to the position.
- 2) Applicability of past work experience to meet the County's special needs or requirements.
- 3) Type, degree, and recency of job preparation for prescribed responsibilities, to include certificates, technical training or course work, and educational achievements.

## VACANCY ANNOUNCEMENTS

All County job opportunities will be announced by publication of a recruitment bulletin which will include:

- 1) Job Title
- 2) Current Salary Range
- 3) Purpose of Recruitment
- 4) Filing Period (where and when)
- 5) Description of Position
- 6) Job Requirements
- 7) Employment Standards
- 8) Selection Process
- 9) Special Requirements (if any)
- 10) State that no appointment will be made prior to a pre-employment physical, if required, and proof of citizenship or right-to-work.
- 11) Statement that the County is an equal opportunity employer

## INTERNAL PROMOTION

It is the policy of Mariposa County to allow Department Heads the discretion to promote qualified full-time, regular employees to a higher classification or level within the County when such a vacancy occurs.

## HIRING FROM WITHIN THE COUNTY

When a vacancy occurs, a job announcement will be circulated to all County departments for posting giving notice to all full-time, regular employees that a position is open.

If eligible, qualified employees have applied by the specified closing date, screening will proceed. The same rule of three (3) to five (5) candidates will apply. Outside recruitments may be run consecutively, but the in-County promotional list must be considered first.

## OUTSIDE RECRUITMENT

When a new position is created, or a present position becomes vacant and is not filled by a qualified County employee, the County policy is to use announcement advertising, and any other method of publicizing employment opportunities so that the greatest possible number of applicants may be recruited.

Recruitment sources may be:

- 1) Local and/or multi-regional newspapers.
- 2) Specialized public sector recruitment publications including trade journals for certain professional positions.
- 3) Distribution of recruitment bulletins to County and State personnel offices.

- 4) Distribution of recruitment bulletins to community, ethnic and women's groups and organizations.
- 5) Distribution of recruitment bulletins to County and State agencies and departments having similar job classifications.

#### NOTIFICATION OF SUCCESSFUL CANDIDATE

All applicants for a position will be notified as to the status of his/her application.

Each applicant passing all parts of the examination shall be notified by the Personnel Office of the final rating as soon as the eligible list is established. Eligibles, upon written request and presentation of proper identification, shall be entitled to information concerning their relative position on a list.

Applicants who fail any part of the examination or the total examination shall be notified.

Establishing of Eligible Lists: After each examination, the Personnel Officer shall prepare an eligible list of persons with passing grades. The names of such persons shall be placed on the eligible list in the order of their final rating starting with the highest. The names of all eligibles with the same (tied) score will be certified together.

#### DEPARTMENTAL INTERVIEW

After appropriate testing of applicants has been completed by Personnel, a selection interview shall be held to interview qualified candidates.

Uniform oral interview questions will be used.

Other non-biased evaluation procedures also may be used.

The successful candidate and applicants that participate in the interview process will be notified in writing by the department.

#### STANDARDS AND QUALIFICATIONS FOR EMPLOYMENT

Applicants for employment will be required to meet such reasonable standards of education and experience, knowledge, skills and abilities, and personal and physical characteristics as are prescribed in the class specification, and which will assure that the candidates are reasonably well qualified to successfully perform the duties of the positions in which they seek employment.

All candidates for employment shall be required to be in sound health and have the physical ability necessary to perform the duties of their positions.

All applicants must meet the minimum qualifications and standards prescribed by State Legislature for county officers or as prescribed in the official Mariposa County class specification.

Reference checks, pre-employment physicals and completion of new hire paperwork will be handled at the departmental level.

#### RECORD RETENTION

Records of applicants and interview work sheets will be retained by the Personnel Office for a period of not less than six (6) months.

The Personnel Office may exercise the option of calling any rated candidates within two years of the original interview, to re-interview them to hire without re-advertising.

#### TEMPORARY ASSIGNMENTS

- 1) Temporary appointments are limited to a maximum of 176 hours per position in a calendar year (22 working days).
- 2) Temporary appointments shall be made from suitable eligible lists. The acceptance or refusal to accept such employment on the part of persons on the eligible list shall not be a bar to appointment to a regular position from such eligible list. In the absence of suitable eligible lists, or a denial of all individuals on a suitable eligible list for temporary assignment, extra help appointments may be made of qualified persons.
- 3) To appoint a temporary employee other than from an eligible list, a copy of application for employment shall be submitted to the Personnel Officer for prior approval before a job offer is made. Temporary employees are not eligible for consideration to extra help or permanent full-time positions unless the temporary employee appears on the appropriate certified eligible list.
- 4) No time served under a temporary appointment shall contribute towards acquiring probationary or permanent status, nor shall extra help employees be entitled to other rights extended to regular County employees appointed to budgeted positions.