

DEPARTMENT: ADMINISTRATION BY: CATHERINE HARMON PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Approve this resolution initiating a County-wide centralized personnel function.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Board of Supervisors adopted a comprehensive EEO/Affirmative Action Policy and Program Statement dated June 12, 1990. This resolution is intended to dovetail with that resolution and provide a mechanism to implement that policy and program statement.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Not approve this resolution.
2. No clear direction would be given for a centralized personnel function in Mariposa County.

COSTS: (X) Not Applicable
 A. Budgeted current FY \$ _____
 B. Total anticipated costs \$ _____
 C. Required Add'l funding \$ _____
 D. Source: _____

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

SOURCE: () 4/5ths Vote Required
 A. Internal transfers \$ _____
 B. Unanticipated revenues \$ _____
 C. Reserve for contingency \$ _____
 D. Description: _____
 Balance in Reserve for Contingencies, if approved: \$ _____

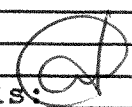
CLERK'S USE ONLY:
 Res. No.: 91-156
 Ord. No.: _____
 Vote - Ayes: 4 Noes: _____
 Absent: ~~1~~ Abstained: _____
 Approved () Denied
 () Minute Order Attached

ADMINISTRATIVE OFFICER'S
 RECOMMENDATION:
 This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

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

Date: _____
 ATTEST: MARGIE WILLIAMS
 Clerk of the Board of Supervisors
 County of Mariposa, State of CA
 By: _____
 Deputy

Comment: _____

 A.O. Initials: 

Pursuant to Board of Supervisors Resolution No. 90-301, Policy and Program of Mariposa County Employment, "the County of Mariposa has been, is, and will continue to be committed to the principle that equal employment opportunity in the public service of the County must be afforded to all persons regardless of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or disability as required by applicable Federal and State laws. No person shall suffer discrimination with respect to employment or other terms or conditions of employment by reason of such person's status as enumerated above."

THE INFORMATION CONTAINED BELOW IS INTENDED TO SUPERSEDE SECTION VI OF THAT RESOLUTION, AND CHANGES ARE UNDERLINED.

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 may be given to determine the applicants knowledge and abilities. Examinations will may 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 Applications will be accepted at any time; applications for a specific position will be accepted when a recruitment vacancy 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 employment 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 ~~their department~~ 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 may proceed. ~~If there are no such interested employees, outside recruitment may begin.~~ 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 Officer 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 ORAL INTERVIEW

After appropriate testing screening of applicants has been completed by Personnel, a selection an-oral interview panel may shall be held established to interview the-most qualified candidates. The-panel should-be-comprised-of-individuals-with-knowledge-and/or-expertise-in the-job-area.

Uniform oral interview questions and-an-evaluation-point will grading system-may be used.

After-interviewing,-the-panel-may-assign-an-overall-rating-for-each applicant-and-make-its-recommendation.

Other non-biased evaluation procedures also may be used.

The successful candidate and these 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 the 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.