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MARIPOSA COUNTY RESOLUTION No. 82-8

A RESOLUTION TO REQUIRE ADVERTISEMENT  
OF RECRUITMENT OF ALL NEWLY CREATED POSITIONS.

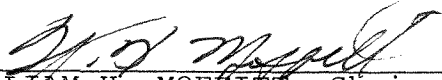
WHEREAS, the Board of Supervisors met and conferred in good faith with representatives of recognized employee organizations on January 11, 1982;

NOW THEREFORE it is resolved by the Board of Supervisors of Mariposa County that the following language shall be added to Section 6.01. of the Personnel Policies and Procedures Handbook:


"Recruitments for all newly created permanent positions, for which a new job title and job description are established, shall be publicized as set forth herein."

PASSED AND ADOPTED this 12th day of January, 1982, by the Board of Supervisors of Mariposa County, by the following vote:

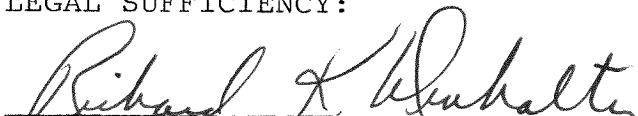
AYES: Barrick, Taber, Dalton, Erickson, Barrick  
NOES: None  
ABSENT: None  
ABSTAINED: None

  
WILLIAM H. MOFFITT, Chairman  
Board of Supervisors

ATTEST:

  
ELLEN BRONSON, County Clerk and  
Ex Officio Clerk of the Board

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
RICHARD K. DENHALTER, County Counsel

SECTION 6: APPLICATION; QUALIFICATIONS; CERTIFICATION; APPOINTMENT

6.01 RECRUITMENT

All requests for employee reclassifications, salary adjustments, or new positions will be made directly to the Board of Supervisors by the Department Head. The Department Head shall be responsible for the recruitment of persons who are to be considered for employment. The Department Head shall make use of announcement advertising, and any other method of publicizing employment opportunities so that the greatest possible number of applicants may be recruited.

Recruitments for all permanent positions shall be publicized in this manner except where qualified permanent employees in the same department are promoted or reassigned to the position. The availability of temporary employees shall not alter the publication requirement and other recruitment procedures.

6.02 APPLICATION FOR EMPLOYMENT

Application for employment shall be made to the department head on the official County application form (See Exhibit "B")

Department heads shall be required to compile an Office Summary for employees that explains the specific functions of that particular office and defines each employee's duties and responsibilities based on those functions. Said Summary shall be distributed with the application form.

6.03 QUALIFICATIONS

The Department Head will be responsible for screening and hiring of his own employees, unless the department Head requests the aid of the Committee. In determining an applicant's qualifications, any or all of the following requirements shall apply:

1. Satisfactory evidence of certification, registration, license or education attainment where such requirement is stated in a job description.
2. Satisfactory evidence of compliance with experience requirements as set forth in a job description.
3. Satisfactory evidence of an applicant's character, integrity, and success in previous employment.
4. Successful passage of a written, performance, or oral examination, or a combination of two or more of such examinations, designed to test applicant's knowledge, skills, and personal attributes. Such testing shall be performed by the Department Head with State-approved tests. Tests shall be given on a 70 percent pass/fail basis.
5. The applicant has been qualified by the Welfare Merit System of the State of California.