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MARIPOSA COUNTY RESOLUTION No. 81-241

A RESOLUTION TO AMEND THE  
PERSONNEL POLICIES AND PROCEDURES  
HANDBOOK REGARDING HIRING TO FILL PERMANENT  
POSITIONS


WHEREAS, the Board of Supervisors have met and conferred with  
representatives of all employee units on the subject matter of  
this Resolution;


NOW THEREFORE be it hereby resolved by the Board of Supervi-  
sors of Mariposa County that the following language be added to  
the present text of Section 6.01 "RECRUITMENT" of the Personnel  
and Policies and Procedures Handbook of Mariposa County:


"Recruitments for all permanent positions shall  
be publicized in this manner except where qualified  
permanent employees in the same department are pro-  
moted or reassigned to the position. The availabil-  
ity of temporary employees shall not alter the publi-  
cation requirement and other recruitment procedures."

PASSED AND ADOPTED this 1st day of December, 1981,  
by the Board of Supervisors of Mariposa County, by the following  
vote:

AYES: Taber, Barrick, Erickson, Moffitt  
NOES: None  
EXCUSED: Dalton  
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

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.

### 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

In determining an applicant's qualifications, the Personnel Committee shall apply any or all of the following requirements, upon receipt of completed applications, tests, and test results from the department head:

1. Satisfactory evidence of certification, registration, license, or education attainment where such requirement is stated in a job specification.
2. Satisfactory evidence of compliance with experience requirements as set forth in a job specification.
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.
6. The applicant is a resident of the County of Mariposa, or is willing to relocate to the County if he or she is employed by the County. (This qualification may be waived by the Board of Supervisors in the event it becomes unusually difficult to fill the position.) (AMENDED, 09/26/78)