Resolution 44-10

Resolution to Amend Polk County Personnel Policy –
Policy No. 103, Employee Recruitment, Selection and Status

THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD:

¶1 WHEREAS, Policy No. 103, Employee Recruitment, Selection and Status, outlines the procedures that will be used in the recruitment and selection of candidates to fill position vacancies in Polk County; and

¶2 WHEREAS, the Polk County Board of Supervisors have confirmed the appointment of a County Administrator, resulting in a need to revise the respective personnel policy, Policy No. 103 consistent with the statutory responsibilities of the County Administrator to appoint, to supervise and to evaluate the performance of non elected county department head employees.

¶3 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends the personnel policies, Policy No. 103, Employee Recruitment, Selection and Status, consistent with the proposed amended policy, which is attached hereto and incorporated herein.

Funding Amount and Funding Source: Not Applicable
Date Finance Committee Advised: Not Applicable
Finance Committee Recommendation: Not Applicable
Date Personnel Committee Advised: July 9, 2010
Personnel Committee Recommendation: _____
Effective Date: Upon Passage

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel
Dated Submitted to County Board: July 20, 2010
County Board Action: adopted

Sponsored and Submitted upon Recommendation of the Personnel Committee

Thomas J. Nelson James S. Edgell
Patricia Schmidt
Russell E. Chard 7-9-10

The Resolution 44-10, Resolution to Amend Polk County Personnel Policies, Policy No. 103, Employee Recruitment, Selection and Status, and Policy No. 209, Employee Performance Reviews, was enacted by the Polk County Board of Supervisors by a vote of _____ ~~for and~~ _____ ~~against on the 20th day of July 2010.~~ unanimous voice vote

_____ Dated: _____
William Johnson, IV, Polk County Board Chairperson

Attest: _____ Dated: _____
Carole Wondra, County Clerk

Polk County Wisconsin

EMPLOYEE RECRUITMENT, SELECTION, AND STATUS

Policy 103
Effective Date: 04-20-82 **Revision Date: 3-11-08, 07-20-2004, 6-20-2006; 07-20-2010**

The purpose of this policy is to. Because Polk County recognizes that its' most valuable asset is its' employees, it shall be the goal of Polk County to recruit and hire individuals with the highest qualifications possible to fill position vacancies.

Equal Opportunity Policy

Polk County is committed to equality of opportunity in its employment practices without regard to an employee or employment candidate's race, color, national origin, religion, sex, age, or disability, political affiliation, marital status, sexual orientation, ancestry, arrest or conviction record, use of lawful products or military participation. It shall be the responsibility of all parties having authority under this policy to adhere to this requirement in the discharge of that authority.

Responsibility

Unless otherwise stated the duties and responsibilities of recruitment and selection rest solely with the Department of Employee Relations. With respect to position vacancies that occur at Golden Age Manor, the Employee Relations Director shall have the authority to delegate any of the responsibilities assigned to the Department of Employee Relations to the Administrator of Golden Age Manor as needed. Such delegation shall be in writing and subject to the approval of the Personnel Committee.

Position Analysis prior to the Selection Process

When a position vacancy occurs the first step in filling the position is an examination by the immediate supervisor of the duties and responsibilities of the position, minimum qualifications required, and other desirable characteristics the applicant must possess. The immediate supervisor shall be responsible for the initial development or review of the job description, which shall include:

> a listing of the essential as well as marginal duties and responsibilities, minimum qualifications including education and experience, specific skills and certifications and the physical demands and work environment of the position.

Department heads may require that job descriptions in their department receive their approval prior to the start of the selection process.

The Department of Employee Relations shall be responsible for giving final approval to job descriptions prior to the re-authorization process. Any changes to job descriptions that, in the opinion of the Employee Relations Director, have the potential to result in a wage scale re-classification, must also be approved by the governing committee and the Personnel Committee.

The Department of Employee Relations shall also be responsible for reviewing the wage and benefit structure for each vacant position and shall make such recommendations as are warranted to the Personnel Committee for changes in such as part of the reauthorization process.

Prior to the issuance of an offer of employment for any vacant position, any approvals that are required under the re-authorization provisions of the Position Administration Policy shall be obtained. Positions failing to receive these approvals shall not be filled.

Posting of Union Positions

If the position is covered by a union or association contract, the position will be filled in accordance with any job posting requirements of such contracts or agreements prior to outside recruitment.

The Department of Employee Relations shall be responsible for the creation and distribution of all job postings required by collective bargaining agreements. At a minimum, the job posting will include a position title, a brief description of essential job functions, salary range, minimum qualifications, how to apply, the closing date and any other information required by the collective bargaining agreement. The posting shall be placed in all venues required by the agreement.

The screening, testing, and interviewing of candidates shall be in accordance with any posting requirement set forth in the collective bargaining agreement. The Department of Employee Relations shall determine which applicants meet the minimum qualifications as listed in the job description. Applicants that do not meet the minimum qualifications shall be notified they are no longer under consideration for the position. All applications will be screened using standardized criteria.

The Department of Employee Relations shall be responsible for the selection, approval and administration of all pre-selection tests. Testing requirements for all positions shall be established by the Department of Administration and listed in the respective job descriptions of each position. All tests shall be validated for adverse impact and scoring shall be on a standardized basis where appropriate. Only those applicants meeting the minimum requirements for the position shall be allowed to test. Minimum test score requirements shall be established prior to the administration of any test. Any applicant not meeting the minimum test score requirements shall not be considered for the position.

In cases where physical or psychological screening is required for a position, candidates shall progress through the hiring process with such screening to be performed on the final candidate after a conditional offer of employment has been made.

The immediate supervisor shall conduct the interviews and make the final selection decision for all posted positions. In the case of professional technical or skilled labor positions, Department heads shall participate in the interviews, and the immediate supervisor shall consult with the Department head prior to making a final selection decision and appointment. In all cases, appointments shall be made based on the requirements set forth in the respective collective bargaining agreements.

Non-Union Promotions

The following procedure shall apply to promotions to non-union, non-Department Head positions; promotion to Department Head positions shall be considered as part of the Competitive Selection Process~~:~~.

Non-union positions, which become vacant or are newly created, shall first be filled by promotion/appointment if there is an acceptable candidate currently employed by the county. All persons considered for promotion shall bear the burden of proof that they are qualified for the job.

The Department of Employee Relations shall be responsible for the creation and distribution of all job announcements for non-union promotional opportunities. At a minimum, the announcement will include a position title, a brief description of essential job functions, salary range, minimum qualifications, how to apply, and the closing date. The announcement shall be placed in all county facilities and on the county web site for a period of seven (7) calendar days.

The Department of Employee Relations shall determine which applicants meet the minimum qualifications as listed in the job description. Applicants that do not meet the minimum qualifications shall be notified they are no longer under consideration for the position. All applications will be screened using standardized criteria.

The Department of Employee Relations shall be responsible for the selection, approval and administration of all pre-selection tests. Testing requirements for all positions shall be established by the Department of Employee Relations and listed in the respective job descriptions of each position. All tests shall be validated for adverse impact and scoring shall be on a standardized basis where appropriate. Only those applicants meeting the minimum requirements for the position shall be allowed to test. Minimum test score requirements shall be established prior to the administration of any test. Any applicant

not meeting the minimum test score requirements shall not be considered for the position.

In cases where physical or psychological screening is required for a position, candidates shall progress through the hiring process with such screening to be performed on the final candidate after a conditional offer of employment has been made.

The Department of Employee Relations may identify one or more qualified individual(s) for promotion who are currently employed by the County.

The following procedure shall apply to interviews for promotions to non-Department Head positions:

The Department Head and a member of the Department of Employee Relations staff shall conduct the first round of interviews for non-Department Head positions. The Department Head shall conduct the final interview for these positions.

The Department Head shall make the final promotion decision. In the event the Department Head does not recommend promotion, the position must be filled through the normal competitive hiring procedure.

~~The following procedure shall apply to interviews for promotions to Department Head level positions:~~

~~The Employee Relations Director, the Administrative Coordinator and the Chair of the governing committee or his or her designee shall conduct the first round of interviews for Department Head management positions. The Administrative Coordinator and all members of the governing committee shall conduct the final interview for these positions. The Administrative Coordinator shall make a promotion recommendation (either for or against) to the governing committee who may then make a final selection and appointment. For those positions having statutory requirements with regard to appointment, the body or individual having the statutory authority of appointment may make a final selection and appointment after receiving the recommendation of the Administrative Coordinator.~~

~~For the Corporation Counsel position, a preliminary committee comprised of one member from each of four of the standing committees, the second Vice-Chair, and the Employee Relations Director shall conduct the first interview. A final committee comprised of one member each from the remaining three standing committees, the first Vice Chair, and the County Board Chair will conduct the final interview. The County Board Chair shall make a promotion recommendation (either for or against) to the Executive committee who may then make a final selection and appointment. The full County Board must approve the appointment of the Corporation Counsel position.~~

Upon selection of a final applicant, the Department of Employee Relations shall conduct a background reference check on the applicant prior to an actual offer of employment. Reference checks shall include verification of current and past employment, work experience and personal references.

Competitive Selection Process

Recruitment Announcement

In instances where position vacancies are not filled through posting or promotion, the ~~Department of Administration~~Department of Employee Relations shall be responsible for the creation and distribution of all position announcements. Position announcements are required for all vacancies, with the exception of temporary and emergency positions, which may be filled by the Department of ~~Administration~~ Employee Relations in accordance with the County's Equal Employment Opportunity and Affirmative Action Policy. The following procedure shall be followed when announcing a position vacancy:

A. At a minimum the position announcement will include a position title, salary range, how to apply, and the closing date. All announcements will also state "Polk County is an Equal Opportunity Employer".

B. Position announcements shall be posted on the County web site. The announcements must also be placed in the official County newspaper for a minimum of one week. The announcement will also be emailed to all of the counties in Wisconsin capable of receiving such. In addition, the position shall be announced in any venue deemed appropriate for the position by the Employee Relations Director or Employee Relations Manager.

Screening Applications

All applications will be evaluated by the Department of Employee Relations to determine which applicants meet the minimum qualifications as listed in the job description. Applicants, who do not meet the minimum qualifications, shall be notified by letter they are no longer under consideration for the position. All applications will be screened using standardized criteria.

Testing

The Department of Employee Relations shall be responsible for the selection, approval and administration of all pre-employment tests. Testing requirements for all positions shall be established by the Department of Employee Relations and listed in the respective job description of each position. All tests shall be validated for adverse impact and scoring shall be on a standardized basis where appropriate. Only those applicants meeting the minimum requirements for the position shall be allowed to test. Minimum test score requirements shall be established prior to the administration of any test. Any applicant not meeting the minimum test score requirements shall not be considered for the position.

In cases where physical or psychological screening is required for a position, candidates shall progress through the hiring process with such screening to be performed on the final candidate after a conditional offer of employment has been made.

Evaluation of Applications

All applicants who have met the minimum requirement for the position and who have received a passing score on any tests required for the position shall have their application evaluated for education and experience. All application scores shall be standardized for consistency.

The Employee Relations Director and/or the Employee Relations Manager shall evaluate applications for clerical, administrative, and unskilled labor positions.

In the case of professional, technical, and skilled labor positions, the Employee Relations Director or the Employee Relations Manager and the immediate supervisor will score applications.

The Department Head and the Employee Relations Director shall evaluate applications for non-department head supervisory positions.

The ~~Employee Relations Director and the Administrative Coordinator~~County Administrator shall evaluate applications for Department Head level positions.

A. Evaluation of Education and Experience - All candidates will be evaluated for education and experience and a numerical rating assigned. No credit need be given for education beyond that required unless it enhances the applicants ability to perform the work. The format of the evaluation for each position shall be determined prior to the evaluation of applications. All applications shall be scored on a standardized basis.

B. Consideration of County Service – Work history, experience, and personnel records of current Polk County employees shall be given consideration as part of the application evaluation process.

C. Veteran's Preference - Veterans are given preference in the hiring process through the addition of points to evaluation scores. Proof of service and/or disability must be provided.

The veteran's preference will be applied in the following manner:

1. Points equivalent to five percent of the total possible score will be given to veterans discharged under honorable conditions from active duty with the United States Armed Forces. Points equivalent to ten percent of the total possible score will be given to veterans with service-connected disabilities. (Active duty for training purposes as a member of the National Guard or a Reserve component is not creditable for veteran's preference points.)

2. Veteran's preference will be applied only for initial County employment and cannot be used for promotion or transfer purposes.

3. The points awarded to veterans will be applied only as part of the application evaluation process.

D. Selection of Candidates for Interviews – Based on the evaluation of applications, the Department of ~~Administration~~ Employee Relations shall determine which candidates shall receive an interview for non-department head positions.

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Initial Background Check

The Department of ~~Administration~~ Employee Relations shall conduct a basic criminal background check and an educational background verification on all applicants selected for interviews prior to the scheduling of such interviews. Any applicant whose educational background cannot be verified, or for whom there is an arrest or conviction record for offenses substantially related to the duties and responsibilities of the position shall be eliminated from further consideration.

Interviews and Finalist Selection

Only individuals who have received training from the Department of Employee Relations shall be allowed to interview applicants for positions.

The responsibility for conducting interviews for the various positions shall be as follows:

The Department of Employee Relations shall be responsible for conducting the initial interviews for all clerical, administrative, maintenance, seasonal, and other unskilled positions. The Department of Employee Relations may choose to establish a pool of qualified applicants for various positions in the County or may establish a list of qualified applicants for individual positions. Immediate supervisors shall conduct final interviews for these positions from a list of applicants provided by the Department of Employee Relations . The immediate supervisor may make the final selection and appointment from the list of those interviewed.

The immediate supervisor shall conduct the interviews and make a final selection decision and appointment for all technical, professional and skilled labor positions. Department heads shall participate in these interviews, and the immediate supervisor shall consult with the Department head prior to making a final selection decision and appointment.

The first round of interviews for non-Department Head management positions shall be conducted by the Department Head and a member of the Department of Employee Relations staff. Reference checks (see below) shall be conducted on applicants prior to the scheduling of a second interview. The Department Head shall conduct the final interview and make the selection and appointment for these positions.

Pursuant to Wisconsin Statutes section 59.18(2)(b), the County Administrator is responsible for the selection of ~~The first round of interviews for~~ Department Head management positions, subject to confirmation by the County Board of Supervisors. ~~shall be conducted by the Employee Relations Director, the Administrative Coordinator and the Chair of the governing committee or his or her designee. Reference checks (see below)~~ In implementing this law, the County Administrator shall select ~~be conducted on~~ applicants for ~~prior to the scheduling of a second~~ interview. At their discretion, the Chair of the County Board of Supervisors and the chair of the relevant~~The Administrative Coordinator and all members of the~~ governing committee or their designee, if any, may participate in a final interview panel ~~shall conduct the final interview~~ for these positions. The ~~Administrative Coordinator~~County Administrator ~~may make a selection recommendation (either for or against) to the governing committee who may then~~shall make the~~a~~ final selection and appointment, subject to confirmation by the County Board of Supervisors. For those positions having statutory requirements with regard to appointment, the body or individual having the statutory authority of appointment may make a final selection and appointment after receiving the recommendation of the ~~Administrative Coordinator~~County Administrator.

~~For the Corporation Counsel position, a preliminary committee comprised of one member~~

~~from each of four of the standing committees, the second Vice-Chair, and the Human Resource Director shall conduct the first interview. A final committee comprised of one member each from the remaining three standing committees, the first Vice-Chair, and the County Board Chair will conduct the second interview. The County Board Chair shall make a selection recommendation (either for or against) to the Executive committee who may then make a final selection and appointment. The full County Board must approve the appointment of the Corporation Counsel position.~~

Reference Checks

Upon selection of a final applicant or set of applicants through either the promotion or competitive hiring process, the Department of ~~Administration~~ Employee Relations shall conduct a background reference check on the finalist prior to an actual offer of employment. Reference checks shall at a minimum include verification of current and past employment, work experience and personal references.

Criminal Background Check for Direct Care Providers

The Department of Employee Relations shall conduct a criminal background check as required for all positions involved in the provision of direct care. Such background checks shall be performed in accordance with the requirements of state and federal statutes. Offers of employment for such positions can only be made on a conditional basis until such time as these requirements have been satisfied. Any candidate given such a conditional offer shall not perform any direct care duties until such time as this process is complete. Any employee found unable to satisfy these requirements shall have their employment with the County terminated.

Offers of Employment

Only the Employee Relations Director or his/her designee or the County Administrator shall have the authority to make offers of employment. No other employee or official of Polk County shall have the authority to make actual or implied offers of employment or commitments regarding employment decisions, wages, or fringe benefits, and are prohibited from making statements to that effect. Selected applicants will receive a written offer of employment based on the specific requirements of each position. In cases where physical, psychological, or criminal history screening is required for a position, the finalist shall be given a conditional offer of employment pending the successful outcome of any such screening.

Employment Registers

Whenever competitive recruitment and selection activities are undertaken for a particular job title, up to five qualified applicants may be placed on an employment register by the person(s) responsible for making the final selection for the position. The employment register shall be

utilized to fill vacancies in that particular job title that may occur within one year of the date of the establishment of the register. Reference checks must be performed on all applicants prior to their inclusion on an employment register.

Recruitment Records

The Department of Employee Relations shall be responsible for the maintenance of all selection and recruitment records.

A. Content - Each file must contain the applications of all who applied. It must also contain all the information that led to the selection of the successful candidate. (e.g. test results, interview rating forms, interview questions, reference checks).

B. Responsibility - The records shall be compiled by and stored in the Department of Employee Relations.

C. Storage & Disposal - Files will be maintained for seven (7) years; except that if a discrimination complaint has been filed records will be maintained until final disposition of the case.

Register of Applicants – A database of the positions and applicants will be kept for one year to be used to fill position vacancies along with new applicants.

Employment Status

A. With the exception of Department Heads appointed or promoted after January 26, 1999, the removal of any appointed or promoted individual who has passed a determined probation period, will be for just cause only utilizing county disciplinary procedures as specified in the County's Employee Discipline Policy.

B. Except as otherwise provided by law or policy, the employment status of Department Heads appointed or promoted after January 26, 1999 shall be considered "at will." The termination of an "at will" Department Head shall be as specified in the County's Employee Discipline Policy.

Deleted: Payroll Direct Deposit¶
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Employees must receive their payroll checks in the form of a direct deposit of funds to their bank account. These employees shall complete all necessary requirements of the Department of Employee Relations and their financial institution in order to effect this procedure.¶

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STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, Clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 44-10 that was adopted by the Polk County Board of Supervisors on July 20, 2010.

Carole T. Wondra 7-26-10
Carole T. Wondra
Polk County Clerk
Date