



ADMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-202.1	EFFECTIVE DATE 6/08/2021
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POLICY:

It is the policy of the County to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications for the job for which they have applied. Every effort is made to hire/promote employees into positions which make the best use of their abilities and in which they will be able to achieve personal satisfaction. Nepotism will not be practiced or tolerated in employment decisions. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the County unless a written contract is executed by the parties.

The County Administrator and County Attorney shall have the sole power of appointment of subordinate positions unless that power is delegated as is their option.

Classifications of positions will be established by Human Resources through position evaluation. Positions shall be authorized through the annual budget process for each department. The County Administrator retains the right to reclassify, transfer, promote, demote, freeze, eliminate and/or create positions as necessary to efficiently run the day-to-day operations of the County.

Adherence to the authorized staffing levels shall be monitored through the use of a "Position Control List." Establishment and maintenance of this list is the responsibility of the Human Resources Department.

Final departmental authority for candidate selection rests with the appropriate department head. Decisions relative to job grade, wage level and qualifications will be shared between Human Resources and the department head, conforming to policy guidelines. Reimbursement for specific interview and relocation costs may be provided certain exempt hires at the discretion of the County Administrator or County Attorney. Expense reimbursement is subject to the provisions of Section 112.061 Florida Statutes.

COMMENT:

1. A position shall be considered open when an approved employment requisition is received in Human Resources.
2. Department heads seeking to add/replace employees in budgeted positions will send an employment requisition to the Office of Management and Budget for review and approval. Budget will compare the data with the Position Control List to verify that the position was authorized. Additional positions authorized by the County Administrator during the fiscal year shall be added to the Position Control List by Human Resources after receiving approval from Budget.



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3. When the approved employment requisition is received in Human Resources, the following process shall be initiated:

a. Human Resources will post the position internally for a minimum of 5 working days in accordance with the applicable collective bargaining agreement provisions. The position requirements will be based on the approved job description. The position may be posted externally as well. If additional advertising is necessary, it shall be initiated by Human Resources in accordance with the policy and AM-201.3 "Employment Advertising." The County will not pay any employment agency fees for unsolicited referrals of individuals to fill job openings.

b. All qualified current employees may apply for an open position. Internal applicants may be considered with external applicants and the position will be filled on the basis of qualifications and experience.

c. Human Resources will review applications based upon the minimum qualifications and experience requirements in the position description for the open position. Qualified applications will be forwarded to the appropriate hiring manager for review and consideration. Veteran's preference will be provided to all qualified veteran applicants in accordance with applicable laws.

d. To aid in the process of selecting the most qualified applicant for the position, the County may require job related skills tests/assessments as a part of the recruitment process. All testing/assessments must be job related. Departments utilizing skills tests/assessments need to review and obtain approval of the tests/assessments from Human Resources prior to administering the testing. At a minimum, the selection process will consist of job related interview questions that will assist the hiring manager in determining the qualifications and experience of the applicant. Human Resources will provide guidance to the hiring manager to develop job related interview questions and testing/assessments.

e. When the hiring manager has reviewed all referred applications, he/she should schedule and conduct interviews with the candidates whose education, training, qualifications and experience appear best suited for the position. All qualified veteran applicants will be granted an interview and provided preference at each step of the recruitment process. Internal applicants meeting the minimum qualifications will also be granted an interview. As many interviews as the supervisor deems necessary will be conducted.

f. When a candidate is recommended to fill the vacant position, the hiring manager will submit the recommendation for approval to the department head. The hiring manager will also update the applicant information to reflect candidates who were interviewed and not selected or who were not selected for interview. If a non-veteran applicant is determined to be



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more qualified than a veteran's preference applicant, the hiring manager will need to provide justification for the hiring decision to the Human Resources Director who will review the hiring recommendation for appropriateness. All hiring recommendations must be approved by the Human Resources Director prior to a conditional offer of employment. Compensation will be in accordance with AM-304.1 "PAY PROGRESSION SYSTEM". Human Resources will make all offers of employment and will prepare and process the appropriate employment paperwork.

g. Human Resources will notify applicants when a position has been filled using the notification process via the applicant tracking system.

h. Reference checks will be performed by the hiring department and/or the Human Resources Department for all positions.

i. College degrees, professional licenses, and other required certifications/licenses, including driver licenses, will be verified by the Human Resources Department.

j. A criminal/civil check will be performed for all positions by the Human Resources Department through the Indian River County Court records and, where applicable, the Florida Department of Law Enforcement. Additional background checks including a credit check may be required as authorized by the County Administrator or County Attorney as appropriate.

k. Pre-employment physicals and/or drug testing may be required for certain positions.

l. The County Attorney will apply this policy to the hiring of personnel within the respective office.

m. Human Resources will verify eligibility to work in the United States utilizing the E-Verify system.

4. Relocation assistance up to \$2,000 may be provided as approved by the County Administrator or County Attorney, as appropriate, who will consider staff's recommendation, the relocation distance, the subject employee's level in the organization, and the competitive necessity of the relocation assistance to consummate the acceptance of the job offer. Reimbursement for relocation costs applies only to costs specifically authorized in advance by County Administrator or County Attorney. Payment will be contingent upon whether the expenses are documented with legible dated receipts clearly indicating the service/goods provided, to the satisfaction of the County.

Jason E. Brown \_\_\_\_\_ DATE \_\_\_\_\_