

INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll
Human Resources Director

DATE: June 1, 2021

SUBJECT: Revision to Administrative Policy AM-202.1 Hiring and AM-207.1 Promotion

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. Human Resources, in consultation with the County Administrator and Department Directors, has updated the County's Hiring and Promotion policies. The updates include the personnel requisition process, job description review, veteran's preference language, County Manager approval for the addition of positions, allowing probationary employees to apply for vacant positions, providing that qualified veteran's preference applicants and internal applicants are granted an interview, and reflecting E-verify and background process for new hires.

FUNDING:

There is no budgetary impact.

RECOMMENDATION:

Staff recommends the Board approve the revisions to AM-202.1 Hiring and AM-207.1 Promotion.

ATTACHMENTS:

AM-202.1 Hiring (final and markup)
AM-207.1 Promotion (final and markup)