

Recruitment and Selection

600.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements other county rules governing employment practices.

600.2 POLICY

In accordance with applicable federal, state, and local law, the County provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The County does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The County will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

It is the County's policy to comply with the Utah Employment Selection Procedures Act (UESPA) with regard to obtaining, using, and maintaining personal information of applicants for employment with the County.

600.3 RECRUITMENT

The Human Resources Department shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive county website and the use of county-managed social networking sites, if resources permit.
- (b) Expanded outreach through partnerships with media, community groups, local colleges, universities, and the military.
- (c) Posting and outreach within the County for internal candidates, when applicable and/or required.
- (d) Use of local, state, or national professional organizations (e.g., National League of Cities, National Association of Counties, American Society for Public Administration).

The County should avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The County strives to facilitate and expedite the interview and selection process, and should periodically inform candidates of their status in the recruiting process.

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600.3.1 PROMOTIONS WITHIN A DEPARTMENT

Department Heads may desire to promote from within their respective departments before seeking employees from other County departments or the general public. Part-time, Temporary, and Stand-by Employees who have previously worked or are currently working for the County in the same or a similar position within the hiring department may be promoted or rehired without advertising the position so long as the employee hired meets the minimum requirements of the position to be filled.

600.3.2 OPEN POSITIONS

Where a position has not been filled from within a department as described above and the Department Head of the particular department so desires, the County may advertise the availability of employment internally to all County employees for one week prior to advertisement to the public. If the Department Head is unable to fill the position with a suitably qualified applicant from another County department or believes in his or her discretion that additional advertising would be beneficial, the availability of employment shall be advertised to the general public.

600.3.3 SALARY UPON TRANSFER

If an employee is promoted within or rehired into a department or is hired from another department as described above and the salary in to which he or she transfers has lesser salary and/or benefits, the employee is obligated to accept the lesser salary and/or benefits of the new position.

600.4 SELECTION PROCESS

The County should actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. The County shall employ a comprehensive screening, background investigation, and selection process that assesses the candidates' aptitude for the position and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- (b) Driving record (if applicable to the position)
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes
- (e) Local, state, and federal criminal history record checks
- (f) Medical and/or psychological examination, as applicable and legally permissible (may only be given after a conditional offer of employment)
- (g) All sworn peace officers will be required to submit to and pass a psychological evaluation as a condition to appointment as a peace officer. The evaluation and/or

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examination shall be conducted by a provider selected by the Sheriff's Office. An exception to this requirement may be made at the sole discretion of the Sheriff for applicants:

1. Who are currently employed on a full-time basis for any other Law Enforcement Agency for which there was a full-time personnel/human resource department and
 2. Where the applicant has received a satisfactory background check.
- (h) Review board or selection committee assessment - The primary decision on employee selection belongs to the Department Head and/or Elected Official; however, the Human Resources Director has the right to veto a selection only if the Human Resources Director determines that the selection will violate law or policy. In such a circumstance, the Board of County Commissioners shall make the final hiring decision in departments not headed by an Elected Official.
- (i) The Human Resources Director may request to be present at all hiring interviews and the County Commission reserves the right to be present at any interview.

600.4.1 VETERAN PREFERENCE

The County will provide any veteran preference required by law.

600.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a background investigation to verify the candidate's application information and ability to perform duties relevant to the position.

600.5.1 NOTICES

Background investigators should ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and applicable state law (15 USC § 1681d).

600.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the County should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

The County Commission or the authorized designee should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

600.5.3 RECORDS RETENTION

The County will maintain this Recruitment and Selection Policy and will make it available for review to an applicant immediately upon request by such Applicant, including before Duchesne County obtains or Applicant provides Applicant's Personal Information.

If the County does not employ the Applicant, it will not retain Applicant's Personal Information for more than two years after the date on which Applicant provides the information to the County as part of the application process.

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The background report and all supporting documentation should be maintained in accordance with the established records retention schedule.

600.6 EMPLOYMENT STANDARDS

All candidates shall meet any minimum standards required by state and local law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the County and the community.

Validated, job-related, and nondiscriminatory employment standards should be established and maintained for each job classification and should minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation.

600.7 JOB DESCRIPTIONS

The Human Resource Department should maintain a current job description for each position in the County.

600.8 PROBATIONARY PERIODS

The **Human Resource Director** should coordinate with supervisors to identify positions subject to a probationary period procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.