

## **Recruitment and Selection**

Policy No.: 3-2

Effective: 09/24/2013

Revision No.: 2

Review Date: 09/24/2014

**OVERVIEW:** It shall be the policy of the Board to recruit, select, and promote employees on the basis of their qualifications and relative knowledge, skills, and abilities.

**SCOPE:** This policy applies to all vacancies, including temporary positions, .

### **PROVISIONS:**

1. **General Rule.** All employees shall be hired by competitive selection in accordance with policies established by the Board and procedures established by the Administrating Official.
  - a. No position shall be filled unless a vacancy has been posted in accordance with recruitment and selection procedures, except as otherwise provided by policy.
  - b. Board of County Commission (BoCC) employees who have exited under the State of Florida Deferred Retirement Option Program (DROP) shall not be eligible for re hire for twelve (12) months following their termination under DROP. Once the twelve (12) month period after terminating has elapsed, the DROP employee may be re-hired pending Board approval.
2. **Exceptions to the General Rule.**
  - a. Under special circumstances, the Administrating Official may waive the general rule of competitive selection. Special circumstances include:
    - i. When the applicant has recently participated in the competitive selection process for another position.
    - ii. When an employee is successfully acting in a position, as long as the employee meets the minimum qualifications.
    - iii. Hiring for positions in the Executive Service.
    - iv. Other circumstances where applying the general rule will significantly hamper County operations.
  - b. A vacant position may be filled by emergency appointment by the Administrating Official for a period not to exceed six months, provided that there was a good faith effort by administration to achieve the goals and objectives of the current Equal Employment Opportunity Plan.
  - c. For the Executive Service and Professional level positions identified in Appendix XX, the Board of County Commissioners must approve all waivers requested under #2, Exceptions to the General Rule, listed above. The Administrating Official must show evidence of a clearly demonstrated good faith effort to achieve the goals and objectives of the current Equal Employment Opportunity Plan prior to requesting the waiver. The Equal Opportunity Office must review and comment

on these requests prior to their being placed on the Board's agenda. These requests for approval will be presented to the Board as a regular agenda item during a regularly scheduled Board meeting.

- d. A department director may fill a position while the departing incumbent is still in the position, when the department director determines that overlap is necessary.