



Vacancies and Selection Policy

PURPOSE

Grand Traverse County believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Grand Traverse County. In hiring the most qualified candidates for positions, the following process should be followed.

POLICY & PROCEDURE

Employees must submit a new application to online job postings for each position they wish to be considered. Paper applications will be accepted on occasion as long as job has not been filled. Employees are encouraged to provide additional information through cover letter, resume, or copies of awards or other information pertinent to the specific opening. While the employee's personnel file shall be open to review by the supervisor or department head that is filling the vacancy, this is not generally done unless the employee is selected as a top candidate. The Application shall not be kept confidential from the employee's current supervisor or department head.

Filling a Vacancy

Requisitions

Personnel requisitions must be completed to fill Grand Traverse County positions. Requisitions must be initiated by the department supervisor/manager, approved by the County Administrator, Human Resources, and/or Finance. Personnel requisitions should indicate the following:

- Position title.
- Position hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings. Consent from the employee's manager and the Human Resources Department may be necessary for employees with less than one year of service with Grand Traverse County.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the Human Resources Department.

Promotion

Insofar as it is practicable and in the interests of the County, vacancies shall be filled by promotion of regular employees. Factors taken into consideration in determining an employee's eligibility for promotion include:

1. Employee must meet the minimum requirements of the job as stated in the classification description and job posting.
2. Employee must meet or exceed the minimum score on any standard examinations that are required.
3. Employee must have the knowledge, skills, and ability to do the work as determined by education, work experience, standard examinations, oral interview, and any other mechanism that may be used to reach this determination.
4. Attendance records.
5. Commendations, disciplinary actions, and any other evaluative data available regarding the employee.
6. Physical qualifications to perform the essential functions of the job with or without reasonable accommodation as determined by the Human Resources Department.
7. Supervisory recommendation to support the promotion of an employee within a department and reference provided by co-workers.
8. Initiative shown by the employee to grow within the County employment, including professional development and willingness to take on additional responsibilities.
9. Employee's commitment to the Principles of Quality as defined by the employees of the County, and the Strategic Plan for the Department and the County.
10. Any other factors considered relevant by the County.

In the event that the overall qualifications of the candidates are determined by the department head to be substantially equal, length of service shall govern.

Employees promoted into a new classification shall serve a six-month orientation period, during which the County may demote said employee back to his/her former classification.

Transfer

A position may be filled by transferring an employee from another position of the same class or similar class with essentially the same basic qualifications and approximately the same maximum salary limits.

Demotion

A position may be filled by the demotion of an employee.

Original Appointment

To be used whenever an appointment from within the County or a reemployment is not feasible.

Temporary Appointment

Occasionally an employee may be appointed on a temporary basis to fill a vacancy of limited duration or as an interim measure until a regular appointment is made. Employees who are temporarily assigned to a higher class shall receive the rate of the higher class for all hours worked in that class.

Employment Physical Examinations

Upon being offered a position, an applicant, including current employees applying for another position within the County, maybe subject to a physical examination and drug screen by the doctor/facility chosen by the County. This examination is in no way to be considered a complete physical for the detection of disease. Record of the examination shall be kept in a confidential file by the doctor/facility, who will report to Human Resources in the event that he/she is of the opinion that the applicant is not qualified for the position for which he/she has applied. The examination shall be done after a conditional offer of hire has been made and accepted but prior to starting work.

Job Offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, employment physical, drug testing or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed. Once the Human Resources Department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the County.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Policy 4/92, Amended 7/99, 12/02, 12/04, 7/06, 1/07, 7/2019