

SECTION 2.0: APPLICATION AND SELECTION FOR EMPLOYMENT

A. RECRUITMENT

Effort will be made to aggressively recruit the best-qualified candidates to fill vacancies within the County.

All persons applying for employment with BCC departments must complete a County Employment Application Form prior to appointment.

B. VACANCIES, ANNOUNCEMENTS AND APPLICATION

1. To fill a vacancy, the department head shall submit a job posting request to Human Resources. All vacancies shall be posted for a minimum of ten working days and may be posted for a longer period at the discretion of the department head or HR Director. Unclassified positions, because they are exempt from Civil Service, do not require posting, but may be posted at the discretion of the appointing authority.
2. Human Resources shall be under no obligation to consider any application submitted after the close of the posting period.
3. Vacancies shall be filled, to the extent practicable, by qualified County employees.
4. County employees applying for other County positions shall be granted time off with pay, without reprisal, for job interviews or other selection-qualifying tests. The employee should notify the supervisor not less than two working days before the required time off.

C. EVALUATION OF APPLICANTS

1. Human Resources shall screen all applications to determine if the applicant meets the minimum qualifications for the classification of the posted position.
2. All applications meeting minimum qualifications shall be forwarded to the department head, or designee, for further evaluation and possible interview. The department head, or designee, shall then select the candidates for interviews.
3. Candidates shall be evaluated upon job-related criteria only, including the minimum qualifications of the job, and the knowledge, skills and abilities necessary to successfully perform the essential functions, duties and

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tasks of the position. Other relevant criteria may include general background, education, coursework, task performance, training and experience through which the knowledge, skills and abilities were acquired or enhanced.

4. In lieu of civil service exams, structured interviews shall be used in assessing the final candidates for a position. Hiring departments may also use other job related written, oral, or physical tests, demonstrations of skill, or an evaluation of training and experiences to further assess a candidate's ability to discharge the particular duties of the position. Human Resources may be consulted for assistance in structuring interviews.

D. PRE-EMPLOYMENT SCREENING OF EMPLOYEES AND VOLUNTEERS

1. Human Resources, in cooperation with the department head, or designee, shall ensure that applicants and volunteers are properly screened prior to appointment. Screening shall include, but not be limited to:
 - a. Screening for minimum qualifications.
 - b. Reference checks and educational verification for those positions requiring a college degree.
 - c. Criminal background checks (Note: Some background checks require fingerprinting, such as the Ohio Bureau of Criminal Identification and Investigation (BCII) check or equivalent state police checks and the Federal Bureau of Investigation (FBI) check. The Sheriff's background check does not require fingerprinting.)
 - d. A State of Ohio BCI&I and an FBI background check for all employees who will have access to a work area which houses a Law Enforcement Automated Data System (LEADS) computer terminal.
 - e. Department of Motor Vehicle (DMV) record checks from his/her state of residence for positions which routinely require driving on County business as part of the job. An employee shall not operate a vehicle on County business without a valid driver license from his/her state of residence.
 - f. Pre-employment, post-offer drug testing for selected positions as permitted by law.
2. Applicants not meeting screening standards as determined by Human Resources in consultation with the department head, or designee, shall

not be eligible for appointment. Past convictions will not automatically disqualify a candidate for possible employment with the County. Each situation will be considered on a case-by-case basis using the following criteria: 1) nature and gravity of offense(s); 2) time passed since conviction and/or completion of sentence; 3) nature of job held or sought.

In addition, any falsification of information on a County employment application, on an applicant's resume, or during an interview, including misrepresentation or omission of information called for, is basis for disqualification or dismissal.

3. After appointment, the County reserves the right at any time to conduct additional background checks, which may require fingerprinting. An updated background check consisting of an electronic criminal history check is required every five years for all employees that have access to a work area which houses a LEADS computer terminal.
4. Human Resources shall also ensure that volunteers are properly screened, which includes a Sheriff criminal background check and state(s) police check (which requires fingerprinting), prior to placement in any assignment in a County department. Upon assignment, Hamilton County reserves the right at any time to conduct additional background checks, which may require fingerprinting.

E. SELECTION

1. The department head, or designee, shall select the best-qualified applicant for the job, based solely upon merit and fitness.
2. No selection decision shall be unlawfully based upon race, color, religion, creed, gender, national origin, age or disabling condition.
3. The employment of persons under the age of eighteen will be subject to Ohio minor labor laws.
4. The re-employment of a retiree is subject to rules identified in Section 5.6 Paragraph P. and Section 6.0. Paragraph E.11.

F. STANDARD OPERATING PROCEDURE

The Human Resources Department shall establish, maintain and communicate standard operating procedures (SOPs) for effectively administering this policy in accordance with applicable laws and regulations and in cooperation with affected departments and agencies.