

**YAKIMA COUNTY
RECRUITMENT POLICY
POLICY NO. HR-13**

I. PURPOSE

It is the goal of Yakima County to recruit and select the most qualified persons for positions in the County. Recruitment and selection shall be conducted in accordance with affirmative action and equal employment opportunity policies to provide equal employment opportunity and prohibit discrimination because of age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute, while maintaining maximum flexibility. The process shall maximize the objectivity and validity of the selection process through a job-related assessment of applicant attributes necessary for successful job performance.

Provisions of this policy not required by law shall be followed, unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

II. SCOPE

All regular full-time, regular part-time and extra help positions as defined by HR 006 Extra Help Policy, excluding work study, interns and volunteers, of Yakima County are subject to the provisions of this policy.

III. RECRUITMENT

The Human Resources Department will have overall functional and staff responsibility for the County's recruitment activities. Recruitments will be conducted to fill current and expected vacancies, either on a position by position basis or on a classification basis. The method selected shall be developed in consultation with the affected hiring authority. The geographic scope of the recruitment, target audience, media advertising, etc. will be planned to attract a pool of well qualified candidates.

Except where use of a professional search firm is involved, all recruitments will be published and documented by a job announcement. All candidates who apply within the established filing period and who meet the minimum job/position qualifications will be considered.

1. Recruitments may be conducted on an internal-only basis and limited to Department or County employees when appropriate promotional and/or transfer opportunities exist. Short term contingent, seasonal, or extra help employees hired under a formal recruitment may compete as internal candidates.
2. Recruitments shall clearly specify that the recruitment may be used to fill future vacant positions in that department or bargaining unit. When a recruitment is conducted on a classification basis, the pool of qualified candidates may be used to fill multiple current and

future vacancies within a classification within the same department / division for up to 90 days from the final posting date.

3. Recruitments that create a Civil Service register or recruitments that create a Fill List, will specify in the job announcement the length of time the register or list will be valid. Civil Service Registers and Fill Lists are created through the same recruitment process as other job postings, but have a different length of time that applicants can be considered for particular positions.
4. **Recruitment Exceptions**
 - a. Exceptions to recruitment may be granted for cases where short term contingent, seasonal, or extra help staffing is needed. The requesting department should submit their exception request to Human Resources. Human Resources will prepare the Action Memo for Board of Yakima County Commissioners approval.
 - b. **Critical Jobs List – Hard to fill jobs**
The Human Resources Department will work with Departments to identify critical and hard to fill jobs list. If a job falls on this list, there can be times in which recruitment exceptions are granted for posted salary amounts/range. The Critical/Hard to Fill Jobs List will be published on YCShare. The Critical Jobs List – Hard to fill Jobs will be reviewed once a year as a standard; but may be reviewed more frequently based on specific department needs.

IV. JOB ANNOUNCEMENTS

1. **Announcement of Jobs** - In order to attract an adequate number of candidates for current or anticipated vacancies, the Human Resources Department will post job announcements and otherwise publicize vacancies through such media as the Department and Hiring Authority deem appropriate. Advertising and / or employment testing costs are the responsibility of the Hiring Authority/department. Publication of job vacancies shall be conducted for a sufficient period of time to provide reasonable opportunity for persons to apply and be considered for employment. Job announcements may be targeted to relevant advocacy groups to help ensure compliance with Yakima County's affirmative action plan.
2. **Content of Announcements** – Each announcement shall specify the title and salary/wage of the position; the nature of the work to be performed; the minimum experience and training required; the times, place and process for submitting application; other necessary qualifications established for the position and any other pertinent information. Most jobs are posted with an application deadline. Some jobs relating to law enforcement may not contain a deadline as they are recruited for on a continuous basis.
 - a. Job announcements may also indicate that the announcement may close once a sufficient applicant pool has been met. A sufficient pool is determined in consultation with Human Resources and the hiring official.
 - b. It is the applicant's responsibility to be aware of job closing requirements.

V. APPLICATIONS

Human Resources does not accept general applications or maintain a generic applications file. All applications received are maintained as prescribed by law governing privacy and records retention. Applications must contain specific job/position information to which the applicant is applying.

1. **Forms of Application** - Applications for each available position must be completed through the on-line application process provided by the Human Resources Department. To be accepted for review, applications must be completed on-line by the closing date and time specified in the announcement. On-line applications must be electronically signed by applicants and the truth of all statements contained therein certified by signature. The Human Resources Department may require proof of residence, education, experience, and other claims as deemed appropriate. Disabled applicants may contact Human Resources to request accommodation to participate in the job application and/or selection process for employment.
2. **Eligibility Lists** - When, in the opinion of the Hiring Authority, it is determined that previous Civil Service Registers or fill lists for the same classification contain sufficient qualified applicants, such list may be used to begin the selection process.
3. **Freedom from Bias** – Hiring decisions will not be based on any information concerning age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, pregnancy, sexual orientation, transgender status, and military status, or any other protected status under federal or state statute except in the case where a bona fide occupational qualification (BFOQ) exists. BFOQs apply only to gender and religion. Data on the above status information may be obtained separately for research and reporting or compliance purposes.
4. **Eligible Applicants** - Only applicants who submit all required application materials by the closing date specified in the announcement and who meet the minimum qualifications for the position will be considered eligible applicants and will be allowed to compete in the selection process. If the job announcement does not indicate a closing date (continuous recruitment), you must meet the minimum qualifications for the position to be considered an eligible applicant.
5. **Availability of Eligible Applicants** - It shall be the responsibility of each eligible applicant to keep their contact information updated or notify the Human Resources Department of any change in address or other conditions, which affect the applicant's availability.
6. **Job Applicant Inquiries and Complaints** - Applicants with inquiries or complaints regarding the County's selection process may submit their concerns in writing to Human Resources.

Applicants with inquiries or complaints regarding Civil Service recruitments must comply with established County Civil Service rules.

VI. ALTERNATIVES TO POSTING

1. With the request or approval of the Hiring Authority, vacant and available positions may be filled without posting or a competitive selection process by the following means:
 - a) Demotions (voluntary and involuntary) from a higher classification within the same department.
 - b) Through a bumping or displacement procedure prescribed by a Collective Bargaining Agreement.
 - c) By conversion of a temporary budgeted position or absorption of a position from another entity but only to the extent permitted by other sections of this policy.
 - d) The reclassification of a position with an incumbent (upwards, downwards, or laterally) who meets the minimum requirements of the reclassified position.
 - e) As a part of a formal settlement of a grievance or employment litigation.
 - f) By appointment, at the discretion of the Elected Official, to identified appointed positions (e.g. Assistant to the Elected Official).
 - g) To accommodate the lateral transfer or demotion of an employee from another position due to temporary or permanent disability.
 - h) If exception to recruitment has been granted by BOCC (see Section III.4.a).

VII. SELECTION PROCESSES

The Hiring Authority, in consultation with the Human Resource Department, will determine the selection process to be used to obtain the best-qualified candidates for available positions.

Any applicant who refuses or fails to comply with any part of the selection process is considered to have voluntarily withdrawn from consideration.

1. **Selection Tools** - Selection tools may be utilized separately or in various combinations as appropriate to the position and to available resources. In the development of selection tools, Department Heads, Elected Officials, consultants or others skilled in or familiar with the minimum requirements may be consulted. Selection tools may include but are not limited to:
 - job-related written tests/exercises
 - oral examinations or interviews
 - performance exercises
 - assessment centers
 - work samples
 - resumes
 - evaluations of training and experience
 - supplemental questionnaires
 - background and reference inquiries
 - physical fitness tests
 - Criminal history records checks - Background checks are required for specific job classifications or in specific situations where the County has a responsibility to ensure the protection of physical and financial assets as well as the safety of its citizens. Therefore, the following positions require additional and/or more extensive background screening:
 - law and justice-related positions
 - positions with fiduciary responsibilities

- technology services positions
 - positions which fall under the purview of Homeland Security guidelines
 - facilities services positions which have unsupervised access to secure jail or detention facilities
 - positions that require unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults
- Additional selection tools, for applicable positions may include an evaluation of an applicant's driving record or other assessments required for the job.
 - Medical examinations which may include drug and alcohol testing, medical fitness examination, psychological examinations, or other medical type examinations may be required for certain positions (i.e Commercial Driver's License) for all job applicants who have received a conditional offer of employment and who have reached the final stage of the employment selection process.
2. **Security of Material** - All persons involved in the development and maintenance of selection materials or in the application of the selection process are responsible for maintaining the confidentiality, integrity and security of all recruitment and selection materials.
 3. **Method of Rating** - In all selection processes, the candidate rating criteria and the weight given criteria shall be set by the hiring department in consultation with Human Resources before the posting of the job announcement.
 4. **Veteran's Preference** - Veterans shall be given preferential consideration in accordance with RCW 41.04.010. For purposes of this section, "veteran" shall be defined by RCW 41.04.005.
 5. **Maintaining Integrity of Process** – Human Resources shall ensure compliance with Affirmative Action and Equal Employment Opportunity policies.

VIII. APPLICANT EXPENSES

Yakima County does not reimburse applicants for interview expenses. Departments may request exceptions to this policy from the Commissioners.

Adopted Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901