

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

1. 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, national origin, race, religion or creed, sensory, mental or physical disability, use of a service animal, pregnancy and maternity, HIV/AIDS and Hepatitis C Status, genetic information, marital status, victims of domestic violence, sexual abuse, or stalking, sex, sexual orientation, gender identity, Veteran or military status, or any other protected status under federal state or local law. 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.

When not required by law, sections of this policy shall be followed, unless they conflict with negotiated labor contracts. In that case, the negotiated labor contracts will take precedence over this policy to the extent applicable. Federal, state, and local laws will be followed at all times.

2. DEFINITION OF TERMS

- A. **Regular Full-time:** Employees scheduled to work thirty-seven and one-half hours or more per week who have successfully completed a probationary period in a regular budgeted position and who are eligible for benefits.
- B. **Regular Part-time:** Employees scheduled to work less than thirty-seven and one-half hours per week who have successfully completed a probationary period in a budgeted position. Pro-rated benefits are provided for regular part-time employees who work at least 20 hours per week. Regular part-time employees who work less than 20 hours per week receive pro-rated holiday pay benefits only.
- C. **Extra Help:** Employees scheduled to work on a temporary, seasonal/intermittent, or on-call basis and who are not eligible for benefits. Some Extra Help employees are placed in the retirement system according to the Washington State Department of Retirement System rules. Extra Help employees are considered At-Will employees.
 - 1) **Short Term:** Service length is less than 5 months per year.
 - 2) **Seasonal-Weather Related or Seasonal Non-Weather Related:** Not on call; works specific seasons for less than 650 hours per year.
 - 3) **Intermittent/On-Call:** On-call as needed working less than 650 hours per year.

3. 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.

4. 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.

All recruitment 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.

- A. Recruitments may be conducted on an internal-only basis and limited to Department or County employees when appropriate promotional and/or transfer opportunities exist. Extra help employees hired under a formal recruitment may compete as internal candidates.
- B. 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.
- C. 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.
 - 1) Civil Service Registers apply to only the Yakima Sheriff's Office.
 - 2) Fill Lists apply to only the Department of Corrections, Corrections Officers, Corporals, Sergeants, Lieutenants and Chiefs.
- D. **Recruitment Exceptions** - Exceptions to recruitment may be granted for cases where 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 consideration and / or approval.

5. JOB ANNOUNCEMENTS

- A. **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 unless covered by annual subscriptions paid for by Human Resources. Publication of job vacancies shall be conducted for a sufficient period of time with a minimum of seven (7) calendar days to provide reasonable opportunity for applicants 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.
- B. **Content of Announcements** – Each announcement shall specify the title, pay range, and hiring range of the position; benefits information; Collective Bargaining Unit (if applicable); the nature of the work to be performed; the minimum education, experience, training and certifications required; the times, place and process for submitting application; other necessary qualifications established for the position and any other pertinent information as required by law. Jobs are posted with an application deadline. Jobs relating to law enforcement under Civil Service Rules or DOC Job Lists may not contain a deadline as they are recruited for on a continuous basis.
- 1) Job announcements posted for extended periods may have applicant review dates and may also indicate that the announcement will close once a sufficient applicant pool has been met. A sufficient pool is determined in consultation with Human Resources and the hiring official.
 - 2) All job announcements must be closed prior to December 31st each calendar year.
 - 3) It is the applicant's responsibility to be aware of job closing requirements.

6. 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.

- A. **Forms of Application** –Applications, supplemental questionnaires and other required assessments for each available position must be completed through the on-line application process provided by the Human Resources Department. Those individuals requesting accommodation under the Americans with Disabilities Act or under state law may contact Human Resources to request accommodation to participate in the job application and/or selection process for employment. Yakima County has a robust accommodation program.

To be accepted for review, applications, supplemental questionnaires, and other required assessments must be completed on-line by the closing date and time specified in the

announcement. Both on-line or other accommodated methods of application, supplemental questionnaires and other required assessments must be 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 documentation as deemed appropriate.

- B. **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 as supported by their application, resume, and assessment (if applicable) will be considered eligible applicants and will be allowed to compete in the selection process. If the job announcement is posted for extended periods, the applicant must meet the minimum qualifications for the position at the time they submit their application to be considered eligible.
- C. **Availability of Eligible Applicants** - It shall be the responsibility of each eligible applicant to notify the Human Resources Department of any change in contact information which affects the applicant's availability and/or communication methods.
- D. **Job Applicant Inquiries** - Applicants with inquiries regarding the County's selection process may submit their concerns in writing to Human Resources.
- E. **Freedom from Bias** – Hiring decisions will not be based on any information concerning age, color, national origin, race, religion or creed, sensory, mental or physical disability, use of a service animal, pregnancy and maternity, HIV/AIDS and Hepatitis C Status, genetic information, marital status, victims of domestic violence, sexual abuse, or stalking, sex, sexual orientation, gender identity, Veteran or military status, or any other protected status under federal state or local law 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 on a voluntary basis for research and reporting or compliance purposes but will not be used in any manner in the hiring process.

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

7. ALTERNATIVES TO POSTING

- A. 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:
 - 1) Demotions (voluntary and involuntary) from a higher classification within the same department.
 - 2) Through a bumping or displacement procedure prescribed by a Collective Bargaining Agreement.
 - 3) By conversion of a temporary budgeted position.

- 4) By absorption of a position from another entity but only to the extent permitted by other sections of this policy or other County policies.
- 5) The reclassification of a position with an incumbent (upwards, downwards, or laterally) who meets the minimum requirements of the reclassified position.
- 6) As a part of a formal settlement of a grievance or employment litigation.
- 7) By appointment, at the discretion of the Elected Official, to identified appointed positions (e.g. Assistant to the Elected Official).
- 8) To accommodate an employee from another position due to a temporary or permanent disability provided minimum qualifications are met.
- 9) If an exception to recruitment has been granted by BOCC (see Section 4.D).

8. 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 their application from consideration.

- A. **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.
 - Job Related Performance Exercises.
 - Assessment Centers.
 - Work Samples.
 - Resumes.
 - Review and Evaluation of Education, Training and Experience.
 - Supplemental Questionnaires. Applicant answers to supplemental questionnaires must be supported by work history described in the applicant's application or resume.
 - General Employment Background and Reference Inquiries.
 - Physical Fitness Tests.
 - Criminal and Financial 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.
- facilities services positions.
- positions that require 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.

B. Internal applicants must:

- 1) Complete required background checks if the background check on record is more than one year old.
- 2) Complete any required applicant tests required under the job posting.

C. 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.

- 1) Internal applicants that have access to recruitment processes in the County's Online Application system should recuse themselves and not access any data related to the job posting they have applied for.

D. 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.

E. 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.

F. Maintaining Integrity of Process – Human Resources shall ensure compliance with Affirmative Action and Equal Employment Opportunity policies.

9. APPLICANT EXPENSES

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

10. I-9 / E-VERIFY REQUIREMENTS

Yakima County is an E-Verify employer. Refer to HR 014 I-9 Employment Eligibility and Verification Policy for more information.

11. JOB OFFERS

- A. After a decision has been made regarding what candidate to hire, one of the following job offers may be made:
 - 1) A Contingent Offer – an offer contingent on the satisfactory completion of drug testing, polygraph, psychological exam, or any other relevant medical information for the job.
 - 2) A Final Offer – a final offer of employment, if applicable.
- B. Job offers are made through the online application process in accordance with our HRIS system (Workday)

12. HIRE DATES

- A. New Hires – Refer to the Orientation Schedule published on YCShare > Departments > Human Resources > Calendars for the next date of hire.
- B. Internal applicants – The effective date of change for internal applicants will coincide with the beginning of a Payroll pay period (1st or 16th of the month). This would include demotions, promotions, and transfers.

**Signed Copy Available at
Yakima County Human Resources
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Yakima, WA 98901**