

## **SECTION 4.2 EMPLOYMENT PROCESS**

Notification of vacancies resulting from promotion, transfer, demotion, discharge, retirement, resignation or budgetary action should be sent to the Human Resources Department prior to filling the position. This notification shall consist of an updated job description outlining the essential functions and the minimum essential qualifications of the position, which has been signed by the Department Head/Elected Official. In general, notices of all job vacancies are posted, although Jefferson County reserves its discretionary right not to post a particular opening. In certain instances, such as intra-departmental reclassifications/promotions where employees within a specific department are being reclassified, upgraded or promoted, advance posting of such activities is not necessary. In these instances, once the Commissioners' Court approves the restructuring (if required), Department Heads/Elected Officials may assign personnel to the reclassified positions from employees within their departments whom they feel are best suited for the positions. In addition, when in the best interests of a department or the county, such as a critical skill or immediate needs of a department, as determined by the Department Heads/Elected Officials in conjunction with Human Resources, the "Employment Process" procedures may not apply.

The Human Resources Department will ensure that the job description is complete with correct salary, posting date, department, job title, and all changes in the job descriptions as provided by the Department Head/Elected Official and in accordance with the Americans With Disabilities Act and other federal and state laws.

The Human Resources Department in conjunction with the Department Head/Elected Official will determine the length of time for posting vacancies and where the vacancies will be advertised. The Human Resources Department will also activate appropriate outside recruiting sources.

Vacancies should normally be posted for a minimum of three days. The Human Resources Department is responsible for posting all vacancies as appropriate. A copy of all postings shall be forwarded to areas that are accessible to employees and the public. The postings should remain up until the closing date.

### **A. Methods for Filing Applications**

1. Applications and resumes for employment, transfer, voluntary demotion and promotion shall be completed and submitted online on the Jefferson County Careers webpage at <https://www.governmentjobs.com/careers/jeffcotx> through the closing date of the vacancy. Applications will only be accepted for advertised positions.
2. The Human Resources Department, in conjunction with the Department Head/Elected Official, may decide to:
  - a. Re-post vacancies to ensure that a sufficient number of qualified applicants have applied.
  - b. Remove postings before the deadline date once a sufficient number of qualified applicants have applied.

3. A Jefferson County application should be completed before a candidate is interviewed and must be completed before a candidate is hired.

**B. Establishment of a Qualified Group**

1. A Human Resources Department representative may review/screen applications, administer pre-employment tests, and establish a qualified group of applicants to refer for a vacant position.
2. Only applicants meeting minimum requirements listed in the job description will normally be referred for an interview.
3. Departmental interviews are responsible for evaluating the following qualifications of applicants: (a) job-related education/training courses; (b) job knowledge; (c) abilities/skills; (d) job-related work experience; (e) ability to communicate. All questions asked during an interview must be job-related and the same questions should be asked of all applicants. It is recommended that a copy of all questions to be used during an interview be reviewed by Human Resources before the interview. The departmental interviewer should complete an interview summary on each person interviewed. This summary should be completed immediately after the interviews have been conducted. All forms and interview notes shall be returned to the Human Resources Department or uploaded via the applicant tracking system after all interviews have been completed. No notes should be made on the application and/or resume.
4. A representative of the Human Resources Department may participate in the departmental interviews at the request of the Department Head/Elected Official.
5. A representative of the Human Resources Department may check references for qualified applicants at the request of the employing department, or the reference check may be made by the department interviewer.
6. The departmental interviewer should rank all applicants interviewed on the applicant referral form (see Attachment B) and select the best match for the vacant position.
7. Department Heads/Elected Officials are responsible for approving applicants selected for employment via the applicant tracking system and a completed Personnel Status Change Form.

8. The Human Resources Department is responsible for notifying the applicant of his/her selection contingent upon the successful completion of a required post-employment offer drug/alcohol screening test for all applicants, physical therapy exam for applicant whose jobs will entail heavy physical activities, and a medical exam for Corrections Officers, Deputy Sheriffs, and Juvenile Detention Officers and any other conditional requirements. Human Resources will schedule the successful applicant for the necessary test/exams after the conditional offer of employment has been extended and accepted.
9. The Human Resources Department shall notify the employing department after receiving notification that the applicant has successfully completed the pre-employment screenings. A start date should then be set by the Department Head or designee.

**Note:** See Attachment C for a list of “Interviewing Do’s and Don’ts”

### **C. Post-Employment Offer Examinations**

Employment is contingent upon the successful completion:

1. Drug Screen for all potential hires and re-hires (regulars, part-time and temporaries) or part-time to full-time hires who have not had a drug screen within the last six (6) months.
2. Physical Therapy Pre-placement exam for all potential hires and rehires (regulars, part-time and temporary) whose jobs require heavy physical demands.
3. Medical Exam for Deputy Sheriffs, Corrections and Juvenile Detention Officers.
4. Department of Transportation (DOT) Physicals for jobs falling under DOT standards.
5. Background/Criminal History check, Driver’s License check, etc.

**Note:** Non-regular employees who are carried on the County’s payroll, but who do not work for a period of six (6) months must be re-tested before returning to work.

### **D. Residency**

All other qualifications being equal, citizens of Jefferson County will be given preference in employment for all County positions.

### **E. Non-Disclosure & Confidentiality Policy**

It is the policy of Jefferson County that employees must maintain the confidentiality of ALL private or confidential information, documents, credit card information, trade secrets and personal information of any type and that such information may only be used for the intended business purpose. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Any other use of confidential and personal information is strictly prohibited and may result in immediate dismissal of employment.