### ORANGE COUNTY SOCIAL SERVICES AGENCY ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Centralized Hiring Number: C 9
Approved: Date: 12/11/07

### I. PURPOSE

To provide a process for centralized concurrence on staff selections and promotions within the Social Services Agency (SSA).

### II. POLICY

Agency Executive Management shall approve all appointments prior to job offers being made. Rating Panels shall be multidisciplinary and recruitments shall have input from Deputy Director/Program Manager or designated staff. Reference checks shall be conducted before job offers are made. In sensitive or professional classes, state and local records checks shall be conducted.

### III. PROCEDURE

## A. No Eligibility List

- 1. Requisition and Recruitment:
  - a. Hiring authority shall complete Request to Fill form and forward it to Financial Services.
  - b. Financial Services shall review request and if approved, shall forward it to SSA Human Resources and Career Development (HRCD).
  - c. Recruiter shall develop Recruitment Plan; compose job announcement based on job analysis and consultation with Program staff.
  - d. Recruitment Manager, as designee of Director of Administration Services Division, shall review and approve plan.
  - e. Recruiter shall develop and initiate assessment and testing necessary to establish eligibility list.
  - f. In consultation with Program staff, SSA HRCD shall determine pass points and establish eligible list.
- 2. For Selection and Notification see section B, 2 and 3.

# **B.** Existing Eligibility List

- 1. Requisition and Recruitment
  - a. Hiring Authority shall complete Request to Fill form and forward it to Financial Services.
  - b. Financial Services shall review request and, if approved, shall forward it to SSA HRCD.
  - c. SSA HRCD shall prepare requisition, certify names from the eligible list along with candidates from the transfer and re-employment lists that meet the same job related criteria, and notify candidates of certification.

## 2. Selection

a. Recruiter shall collaborate with Hiring Authority to develop questions, rating criteria, and interview questions.

- b. Hiring Authority shall assess competencies of candidates by interviewing or reviewing written records and (s)he shall make tentative selection NO JOB IS OFFERED YET.
- c. Hiring Authority shall complete reference checks, review personnel file if County employee, and recommend candidate to Division Director or designee.
- d. Division Director or designee shall review recommendation, approve or deny the tentative selection, and notify Hiring Authority. In the case of Management position, (s)he shall secure concurrence from Executive Management Team and obtain approval from Agency Director.
- e. Hiring Authority shall submit job offer packet and request that SSA HRCD delegate or extend job offer.

### 3. Notification

The recruiter or delegate shall do the following:

- a. Determine whether or not position is subject to records check, and if needed, initiate criminal background check and verify salary.
- b. Confirm that all necessary information and approvals are obtained, and then extend a job offer. If position is subject to records check, (s)he shall extend a conditional job offer subject to satisfactory check. When applicable, (s)he shall negotiate salary.
- c. Arrange for employee sign-up and notification of non-selected candidates.
- d. Notify Hiring Authority of the outcome.

# IV. REFERENCE

Orange County Merit System Selection Rules and Appeals Process