

Davis County Human Resources Policies

Recruitment & Hiring #290

1.0 Purpose & Scope

This policy addresses the Davis County recruitment and hiring processes applicable to all potential and current employees.

1.1 Policy

Davis County's policy is to hire according to merit principles found in the County Personnel Management Act, Utah Code 17.33.

1.2 Definitions

See Definitions Policy

1.3 Procedures

1. Recruitment

- a. Open positions. When a vacancy occurs in a department and needs to be filled or when a new position is created, the department will submit a requisition in the applicant tracking system. Departments must complete the budget approval process before entering a requisition for a new position. The requisition will include all pertinent information about the position.
- b. Posting. HR will review and approve requisitions and determine if a register for an open position already exists or if the position must be posted. Jobs will be posted according to the department's requested time frame using standard job posting communications.
- c. Internal applicants.
 - i. Hiring managers are encouraged to consider internal applicants before reviewing external candidates for an open position, where practical.
 - ii. Job postings will be communicated to Davis County employees regularly.
- d. Screening. All job applications are screened to determine if the applicant meets the minimum qualifications for the posted position. Screening includes reviewing the application and other applicant submissions. Falsified, incomplete, and/or inaccurate application information and applications submitted outside of the time limitations will not be included in the register.
- e. Registers. All qualified applicants for the position constitute a register. HR will notify the hiring manager of the register's availability.
- f. Duration of Registers. Registers may be used for up to (one) 1 year at the department's discretion. HR may extend registers past (one) 1 year for appropriate business reasons.
- g. Existing registers. If a register for a position already exists, the position does not need to be advertised publicly again during the life of the register.
- h. Veteran Preference. In accordance with Utah Code 71A-2-101 As defined by the Veterans' Administration, applicants who qualify as veterans, disabled veterans, or their

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qualifying spouses or widow/er (receiving at the same level the veteran is entitled to), who meet the minimum qualifications will be given preference for an interview for the position.

- i. Employment of Relatives and Household Members. In compliance with Utah Code 52-3-1 a public officer may not employ, appoint, or vote for or recommend the appointment of an appointee when the appointee will be directly supervised by a relative or household member.

2. Fair Recruitment Practices

- a. Reasonable accommodations allowing applicants to participate in the application, interview, and hiring process will be made as needed and in compliance with applicable state and federal laws.
- b. Interviews for qualified applicants will be conducted on an open, competitive basis and be rated objectively.
- c. After receiving the register from HR, the hiring manager or hiring committee will review applicant submissions and determine those they will interview. The selection process for applicant interviews will also be consistent with the Davis County Equal Employment Opportunity Plan.
- d. Interviews can be conducted in person, virtually, or by phone.
- e. Each applicant should be asked the same set of questions and preferably interviewed by the same interview panel.
- f. Any applicants claiming Veteran Status will be marked as such and those who meet the minimum qualifications must be interviewed.
- g. Any testing given to applicants must be reasonable, consistently administered, and job-related.
- h. All interview questions, testing materials, and any notes taken during the interviews will be submitted to HR for retention.
- i. The hiring manager is responsible for timely communications with applicants and keeping the applicant tracking system updated. Every applicant will receive communication if they're hired, interviewed, not hired or not interviewed.

3. Selection

- a. Selection methods will be based on job-related knowledge, skills, abilities, experience, education, and when appropriate, prior demonstrated performance, aptitude, and adaptability. Selection methods shall provide equal opportunity to all qualified persons who apply.
- b. References.
 - i. Hiring managers are encouraged to contact references before making an offer of employment.
 - ii. Hiring supervisors should contact HR and current or previous supervisors for reference checks when considering current or former Davis County employees for an open position.

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- c. An offer of employment to any position in any class will be coordinated with HR. Salary calculations will be based on experience, qualifications, and equity and shall not exceed the maximum rate of pay for the range. All offers above the mid-range of the grade shall be approved by the HR Director or designee.
- 4. **Personnel Action**
 - a. Hiring managers will utilize current hiring processes and adhere to deadlines to complete personnel actions following HR guidance.
- 5. **Employment Eligibility Verification**
 - a. Drug screening, criminal background checks and/or fingerprinting may be conducted for successful applicants for positions and volunteer assignments as designated by the HR Director. Job offers are contingent upon the successful completion of these processes and the employment eligibility verification processes. See Drug and Alcohol-Free Workplace and Background Checks policies for more information.
- 6. **Employment Verifications**
 - a. Employment verifications will be provided by HR who will provide job titles and years of service only with the exception in 6.b.
 - b. Current or former employees may provide written authorization to share contents from their personnel file with other entities.
 - c. Employees, including supervisors, who are contacted for references may refer the person asking to HR. If employees respond to external reference checks, after being listed as a reference by a current or former employee, they must share factual information only. If an employee is unsure how to respond to a reference check, they may contact HR for assistance.
- 7. **Merit-System Equivalency Hiring.**
 - a. A hiring manager may send a written request to the HR director or designee asking for recognition of an appropriate register or County merit system for a position established under another merit system that has similar standards to the Davis County merit system and is where the applicant is currently employed. HR may require applicants to compete on an open-competitive basis or may determine whether such merit system operates under standards comparable to Davis County's and obtain specific information to use for comparison.
 - b. A typical request will include the following: hire date; position hired into and current position; confirmation of the competitive process; confirmation of probationary period completion; minimum qualifications for the applicant's current position and previous qualifications if they were changed since hired; copy of the job description for the current position.
 - c. The HR Director may approve the request for a probationary appointment if it is determined that the other merit system operates under comparable standards to Davis County's and the class of position in the other jurisdiction is reasonably equivalent to the position to which an appointment is requested under the merit system.

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8. **Certification to Other Jurisdictions** Upon request for certification from any Federal, State, County, or Municipal Civil Service jurisdiction of an employee from a merit system register or of a former employee, HR may make such certification if the merit system records show that the employee is both eligible and available for appointment under the merit system.
9. **Alternative Hiring Processes.** The HR Director may make exceptions to this policy in compliance with applicable state and federal laws.

1.4. Policy History:

1. Effective Date: March 26, 2024
2. Previous Catalogue: Davis County Policies & Procedures #290, #360, #450 Davis County Merit System Ordinance Chapter 4, 5, 6, 7, 17.
3. Previous Revisions: 5/1/95, 7/1/08, 11/6/18