

## **SECTION 204: RECRUITMENT AND SELECTION**

**204.1 POLICY:** It is the policy of Black Hawk County to recruit and select the most qualified individuals for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, to provide equal employment opportunity, and to prohibit discrimination because of race, creed, color, national origin, citizenship status, religion, age, sex, pregnancy, mental or physical disability, military or veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

**204.2 SCOPE:** This policy applies to the recruitment and selection of all Black Hawk County employees except for elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a current collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

**204.3 RECRUITMENT:** The Human Resources Department, in coordination with Department Heads and supervisory employees, shall develop and conduct an active recruitment program designed to meet current and projected employment needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to sources likely to yield qualified candidates.

**A. JOB ANNOUNCEMENTS AND PUBLICITY:** To attract an adequate number of candidates for present or anticipated vacancies and to permit successful competition with other employees, the Human Resources Department will issue job announcements and otherwise publicize vacancies through such media as it deems appropriate. Advertisement of any openings to the general public will indicate that the County is an equal opportunity employer. Job announcements shall be clear and readable and include the job title, wage rate or salary range (if applicable), job qualification requirements, examination information, including the time, place, and manner of application, and other pertinent information. In accordance with Iowa Code Section 35C.1(3), any notice to the general public of a job vacancy shall be made at least ten (10) days before the application deadline to ensure reasonable opportunity for persons to apply and be considered for employment. The Human Resources Department may initiate continuous recruitment programs for any class of positions deemed appropriate.

**B. APPLICATION FORM:** Applicants may be required to complete application forms provided by the Human Resources Department that require background information including criminal history (as per guidelines of the Fair Credit Reporting Act - codified at 15 U.S.C. § 1681 et seq.), training, experience, and other pertinent information. All applications must be signed, and Human Resources may require proof of statements as deemed appropriate. Application forms shall not solicit any information concerning race, color, sex, age, national origin, sexual orientation, religion, or disability. Relevant data may, however, be obtained separately for affirmative action or other reporting or research purposes.

C. REJECTION OF APPLICATIONS: The Human Resources Department may reject any application that indicates the applicant:

1. Does not meet the minimum qualifications established for the position for which he/she is applying.
2. Has deliberately falsified an application.
3. Is physically, mentally, or otherwise unable to perform the essential functions of the position with or without reasonable accommodation.
4. Has been convicted of a crime which renders him/her unsuitable for the position for which he/she has applied.
5. Is not at least eighteen (18) years old.
6. Has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which he/she has applied.
7. Based upon other job-related factors, is found by the Human Resources Department to be clearly unsuitable for the position for which he/she has applied.

D. NOTIFICATION TO UNSUCCESSFUL INTERVIEW APPLICANTS: Applicants who interview but are not selected for employment with Black Hawk County shall be notified that the position has been filled.

**204.4 SELECTION:** Selection for entrance to the classified service shall be through open competition. The selection process shall endeavor to maximize reliability, objectivity, and validity through a practical, job-related assessment of applicant attributes necessary for successful job performance and career development. Applicants must meet the minimum requirements of the class to be considered for selection.

A. SELECTION DEVICES: The Human Resources Department shall be responsible for determining the selection device or devices to be used to obtain the best qualified candidates for each class of positions. Selection devices shall be used separately or in various combinations as appropriate to the class and to available employment resources. Selection devices may include work sample and performance tests, practical written tests, oral examinations/interviews, individual physical examinations, and background and reference inquiries. In the development of selection devices, the Human Resources Department may confer with Department Heads, consultants, or others skilled in or familiar with minimum job requirements.

**B. VETERAN'S PREFERENCE:** In compliance with Chapter 35C of the Code of Iowa, honorably discharged persons from the military or naval forces of the United States who are citizens and residents of the State of Iowa, are entitled to preference in appointment and employment over other applicants of no greater qualifications.

**C. UNDER-UTILIZED GROUPS PREFERENCE:** In compliance with the Black Hawk County Equal Employment Opportunity and Affirmative Action Policy (Section 201) and EEOP Administrative Action Plan, under-utilized ethnic and gender specific groups as identified by the EEO Coordinator are entitled to preference in appointment and employment over other applicants of no greater qualifications, or as per guidelines specified by the EEO Coordinator.

**D. PROMOTIONAL SELECTION:** Whenever a vacancy occurs in a position for which there are believed to be qualified potential applicants within the County's workforce, an announcement may be posted in prominent places in the various work sites. Consideration will be given to qualified, regular employees. Unless otherwise provided by a collective bargaining agreement, selection will be based upon applicable education and experience, demonstrated skills and abilities, work record, and/or any other criteria that the Department Head shall consider relevant.

**204.5 APPOINTMENTS:** Department Heads shall have the authority to appoint individuals from applicants referred by the Human Resources Department, subject to the approval of the Board of Supervisors.

**204.6 PROBATIONARY PERIOD:** All appointments to positions in the classified service shall be subject to a probationary period of six (6) months unless otherwise provided by Chapter 341A (Civil Service) of the Code of Iowa or a collective bargaining agreement that requires a different period. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The County uses this period to evaluate an employee's capabilities, work habits, and overall performance.

Probationary employees must obtain an overall performance rating of "satisfactory" or better upon completion of the probationary period to attain regular status. During their probationary period, employees may be discharged at any time and for any reason.

**204.7 EMPLOYMENT OF RELATIVES:** It is the policy of Black Hawk County to not employ any relative of an elected official, department head, or any employee with supervisory responsibilities in an organizational unit over which he or she exercises direct jurisdiction or supervision. The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Black Hawk County may be hired only if they

will not be working directly for or supervising a relative. Black Hawk County employees cannot be transferred into such a reporting relationship. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative includes the following specific relationships: father, mother, son, daughter, grandfather, grandmother, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, and half-sister.

**204.8 MEDICAL AND PSYCHOLOGICAL EXAMINATIONS OF EMPLOYEES:** When, in the judgment of a Department Head or the Human Resources Department, an employee's physical or mental condition appears to be adversely affecting his/her ability to perform the duties of his/her position, or may endanger the health or safety of the employee or others, the employee may be requested to undergo a fitness-for-duty medical or psychological examination. The examination shall be performed at the County's cost by the County's occupational health provider or its designee, or by such other qualified provider as deemed appropriate by the Human Resources Department. Once the employee is notified of the requirement for a fitness-for-duty examination, the employee may be taken off work until the results of the examination are known and a determination is made as to whether the employee may safely return to work.