



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: RECRUITMENT

Number: ES-3.01.01

Approved: August 16, 2012

Cancels: ES-3.01.01 dated
October 15, 2008

Originator: Human Resources

Review: August 16, 2017

I. PURPOSE AND SCOPE

The purpose of this procedure is to select and employ the highest caliber workforce available through effective and equitable employment opportunities. The recruitment and selection processes shall be conducted in accordance with all applicable regulations and policies, including Section 3.1 Equal Employment Opportunity, of the Lake County Board of County Commissioners Employment Policies Manual dated October 1, 2011. The Human Resources Department (Human Resources) is responsible for coordinating the overall recruiting process, and hiring departments are responsible for conducting the selection process and hiring candidates in conjunction with Human Resources.

II. DEFINITIONS

None

III. REFERENCES

A. Chapter 295, Florida Statutes, Laws Relating to Veterans

B. Chapter 112, Florida Statutes, Code of Ethics

C. Veterans' Preference in Employment Procedure ES-3.01.02

D. Fair Credit Reporting Act 15 U.S.C. § 1681 et seq.

E. Employment Policies Manual, 10/1/11, 2.1 Code of Ethics

F. Employment Policies Manual, 10/1/11, 3.1 Equal Employment Opportunity

IV. **PROCEDURES**

A. Advertising a Position Vacancy

1. Hiring departments desiring to advertise a vacant position must first obtain the approval of the respective department director and then complete a Request to Post a Position form, available on the Intranet. The completed Request to Post a Position form should then be forwarded to Human Resources.
2. The job posting language will be derived directly from the job description for the position. Any significant update to the job posting language should first be incorporated into the job description.

B. Methods of Advertising

1. Human Resources is responsible for coordinating all position vacancy advertisements.
2. Vacant positions may be advertised in various media depending on the nature of the position and whether the position is posted internally or externally, including but not limited to the County's Intranet page, the County's Internet page, national or regional job boards, local newspapers, industry websites and/or publications, professional organization websites and/or publications, with educational institutions, at job fairs, etc. Vacant positions that are advertised will be posted for a minimum of three (3) consecutive working days.
3. Advertisements placed in media for which there is a cost will be the financial responsibility of the hiring department. Human Resources will allocate any such charges back to the hiring department.

C. Internal Applicants

1. Current employees of the Board of County Commissioners (BCC) are encouraged to apply for posted positions for which they are interested and meet the minimum qualifications.
2. Internal applicants who meet the minimum qualifications for the position for which they have applied will generally be invited for an interview by the hiring department.
3. Internal applicants are permitted reasonable release time from their work schedule, as determined by their supervisor, to interview for BCC positions.

4. Current employees are not eligible to be considered for posted positions for six (6) months from the effective date of corrective action (written or above) for poor or inadequate work performance or suspension for other reasons, unless authorized by the County Manager.

D. Veterans Preference

The BCC provides employment preference to eligible veterans in accordance with Florida's Veterans' Preference laws, as outlined in County Procedure 3.01.02, Veterans' Preference in Employment.

E. Minimum qualifications

1. Minimum qualifications for each position are established and maintained on job descriptions and stated in condensed form on each job posting. Hiring departments are responsible for ensuring that all interviewed and selected candidates meet the minimum qualifications for the position. Questions should be referred to Human Resources.
2. The County may consider an equivalent combination of education and experience for selected position postings on a year-for-year basis, provided that the education/experience is in a relevant or related field.

Example 1: The posted position requires a Bachelor's degree in a related field. An applicant who does not have any college education, but does have four years of directly related work experience may be considered to be qualified for the position. Likewise would an applicant who has an Associate's degree in a related field and two years of relevant work experience.

Example 2: The posted position requires two years of related experience. An applicant who has an Associate's degree in a related field but no work experience may be considered to be qualified for the position.

3. Part-time job experience will be pro-rated when determining length of prior experience.

Example 3: An applicant who worked in a position for twenty hours per week for two years is considered to have one year of experience.

F. Selection

The hiring department is responsible for the administration of the selection process, including reviewing employment applications and/or resumes, conducting interviews, administering position-specific skills/abilities testing, etc. The method for applicant evaluation (e.g., interview questions, assessments, etc.) must be reviewed by Human Resources prior to the beginning of the selection process to ensure compliance with federal and state guidelines. Selection must be based on job-related qualifications and in accordance with the County's Equal Employment Opportunity policy.

G. Conditional Offer of Employment

Once a candidate has been selected, Human Resources is responsible for preparing the Conditional Offer of Employment letter for the hiring department to release to the selected candidate. Rates of pay for selected candidates are established in accordance with County Procedure ES-3.02.01, Classification and Pay Plan.

H. Background Checks

1. Human Resources is responsible for conducting comprehensive background checks on selected candidates as appropriate for the position, including, but not limited to the following: criminal history inquiry, driving history inquiry, employment history verification, education verification, verification of professional licenses/certifications, and verification of references, as well as credit checks when deemed appropriate. When applicable, background checks are conducted in accordance with the provisions of the Fair Credit Reporting Act.
2. Selected candidates shall not begin work until the hiring department receives notification from Human Resources that the candidate meets all background and pre-employment testing requirements and the candidate completes all required new hire paperwork through Human Resources.

I. Pre-employment Testing

Once a conditional offer of employment has been made and accepted, Human Resources will arrange pre-employment testing for candidates selected for specified positions. Pre-employment testing may include, but is not limited to, pre-employment physical, drug screening and/or alcohol screening.

J. Rescinding Offer Letters

1. Conditional offers of employment may be rescinded at any time and for any reason. Examples include loss of funding for position, inability of applicant to start work when required, inability of applicant to perform essential functions of the job and/or discovery of adverse information. Human Resources will coordinate the rescinding of the offer letter to ensure legal compliance.
2. Human Resources is responsible for reviewing background checks and pre-employment testing results. If adverse information is discovered, Human Resources will contact the hiring manager and discuss the possibility of rescinding the conditional offer letter. Considerations factored into rescinding conditional offer letters may include, but are not limited to, age at time of offense, the nature and number of convictions, the amount of time passed since the offense, rehabilitation and the relationship a conviction has to the duties and responsibilities of the position.
3. Falsifying, providing misleading, erroneous, or deceptive information, as well as omitting material information on the application, resume, or during an interview or any time during the selection process is considered adverse information.
4. A decision to rescind a conditional offer of employment may be contemplated and/or taken because of the results of a background check, pre-employment testing, or other matters covered by the Fair Credit Reporting Act. In such case, Human Resources will comply with the notice provisions of the Fair Credit Reporting Act and will send appropriate notification to the applicant.

K. Restrictions on Applications

1. Applicants who are found to have supplied false information on their employment application or other application material may be terminated from County employment and will be deemed ineligible for positions with the Lake County Board of County Commissioners for a minimum period of one year. After the one-year period, employment with Lake County BCC will be considered on a limited, case-by-case basis with the determination made by the Human Resources Director.
2. Former employees who were terminated for disciplinary reasons or resigned in lieu of termination are not eligible for rehire with the Lake County Board of County Commissioners.
3. Former employees released from employment during initial probation shall not be eligible for reemployment for a minimum period of one year. After the one-year

period, employment with Lake County BCC will be considered on a limited, case-by-case basis with the determination made by the Human Resources Director.

L. Ethics provisions

The recruiting and selection process shall be conducted in accordance with the County's Code of Ethics policy and all applicable provisions of Chapter 112, Part III, Florida Statutes, Code of Ethics.

M. Americans with Disabilities Act Provision

Applicants and employees who meet all regular employment standards, and are otherwise qualified, shall be given reasonable accommodations and access for known disabilities, providing that the accommodation will not create an undue hardship on the employer and/or prevent the proper performance of the essential duties and responsibilities of the job in accordance with the County's Equal Employment Opportunity policy. Hiring departments shall coordinate the handling of any such requests with Human Resources.

V. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



Darren Gray
County Manager
Lake County