



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: 8/10/2021

Title of Item: Personnel Policy Update (Recruitment RE: Temporary Positions)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 3 minutes
Summary of Issue: <p>Personnel policies are updated on a recurring basis. The attached policy update indicates that temporary unbudgeted positions may be filled with County Administrator approval. (County Board approval will continue to be required for permanent unbudgeted positions.)</p> <p>Also, it recognizes that temporary and seasonal job openings are sometimes filled with returning staff (already trained), by advertising, or by word of mouth. Temporary jobs are typically 67 calendar days (or less) in duration.</p> <p>A redlined copy of the policy is attached showing proposed changes.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to approve the Recruitment policy update as proposed. Copy attached.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

Section B. Recruitment Procedures

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for previously budgeted positions. The Administrator may also approve recommendations for temporary unbudgeted positions, up to 67 days per calendar year in duration.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for newly created or unbudgeted positions. (with the exception of unbudgeted temporary positions as noted in (c) above).

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Subd. (2) All Permanent County Job Openings will be Posted

- (a) All permanent job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration. Temporary and seasonal job openings may be posted, filled by word of mouth advertising, or with returning staff members as deemed most suitable for the position.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.
- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage (5 CFR 900.602). Minnesota Merit System's online application center and hiring practices shall apply where applicable.