



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-47

Effective Date: May 28, 2014

Revision Date: August 18, 2016

A handwritten signature in cursive script, appearing to read "C. DeMuller".

County Administrator

SUBJECT: **DESIGNATED DEPARTMENT ROLES IN COUNTY'S APPLICANT TRACKING SYSTEM**

DEPARTMENT RESPONSIBLE: **HUMAN RESOURCES DEPARTMENT**

I. STATEMENT

The purpose of this procedure is to identify the various department roles required in the County's applicant tracking system (ATS) and establish a process by which Appointing Authorities identify/designate employees to serve in those roles in order to accomplish the business processes relating to recruitment and selection.

II. DEFINITIONS

HR Liaison/Hiring Manager – The HR Liaison/Hiring Manager is responsible for creating requisitions, identifying the appropriate SMEs for a particular requisition, forwarding the requisitions electronically for approval, scheduling/setting up the interview/selection processes and processing the selected/hired candidates after the final selections for a recruitment have been made. HR Liaisons should be the current Department Personnel Representatives (DPRs) who prepare and process Personnel Action Forms (PAFs) and other pre-hire and post hire paperwork within a department for employees of that department. Although the HR Liaison/Hiring Manager may also be designated as a Subject Matter Expert (SME), the HR Liaison/Hiring Manager may not be designated as a Requisition/New Hire Approver. This is necessary in order to maintain adequate controls/checks and balances within the system.

Subject Matter Expert (SME) – The SME(s), will be identified by the HR Liaison on the requisition and takes the place of the hiring manager role that was in VirtualEdge. The SME is responsible for reviewing applications of identified qualified applicants or coordinates with other SMEs to review and rank applications for a particular recruitment process through/using the NEOGOV Insight system. Normally, we would anticipate the SME being a senior-level manager overseeing a work-unit/division within a department but this may vary depending upon the organizational structure of the specific department. The Subject Matter Expert (SME) role may be combined with either the HR Liaison/Hiring Manager role or the Requisition/New Hire Approver role, but may not be combined with both.

Requisition/New Hire Approver (required) – Within a department, this is the employee(s) who is the final approval within the department before the requisition is sent electronically to a Deputy County Administrator (when required), Budget/Finance,

County Administrator and Human Resources for opening. Typically, this is the Appointing Authority or designee. Normally, the Requisition/New Hire Approver role may not be combined with the HR Liaison/Hiring Manager role. However, in certain circumstances, i.e. very small departments, or when an employee has the responsibility to approve requisitions for another department, it may be necessary for an employee to hold both the Requisition/New Hire Approver role and the HR Liaison/Hiring Manager role. In those situations, the employee responsible for creating a requisition or hiring a new employee may not be the same employee who approves the requisition or approves the hire of the new employee.

A typical Requisition approval flow will be: HR Liaison (creates requisition) => Department Requisition Approver=>Deputy County Administrator (if required by the Deputy County Administrator)=>Budget Analyst=>County Administrator=>Human Resources.

A typical New Hire approval flow will be: HR Liaison (creates new hire action in the Insight OHC) => Departmental New Hire Approver=> HR Records New Hire Approver.

We recommend each department have at least two Requisition/New Hire Approvers to account for times when the primary approver is out or unavailable.

III. PROCEDURES

- A. Each department is responsible for identifying to the Human Resources Department, employees who will perform the identified roles within the County's ATS in order to efficiently and effectively conduct recruitment and selection activities in accordance with established County rules, policies and procedures.
- B. Initial designation of employees to fill the various roles within the County's ATS was accomplished via mass updates received from each department during the implementation of the applicant tracking system.
- C. All employees assigned roles in the County ATS must complete the required training for the role(s) that they have been assigned before being granted access to the ATS in a production environment.
- D. After the effective date of this Administrative Procedure, as changes (additions, modifications, deletions) become necessary and employees filling designated roles change, Appointing Authorities or their designees must complete the attached form (fillable form available on the Human Resources website) to identify the changes in assigned roles.
- E. The completed and signed Applicant Tracking System Access Request form shall be sent to the Human Resources Department, attention Recruitment & Selection Team Supervisor.
- F. Role changes (additions, deletions, modifications) and access to the ATS will be made by the ATS Site Administrator. Employees will be notified by email when their login credentials and access has been created or updated.

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- G. Appointing Authorities are responsible to notify the Human Resources Department when an employee no longer requires access to the ATS (i.e. employee terminates their employment with the County, or changes positions/departments, etc.).

IV. RESPONSIBILITY

Department Appointing Authorities are responsible for designating employees to fulfill the various roles established within the County's ATS and notifying the Human Resources Department of such designation using the attached form.

Department Appointing Authorities are responsible for notifying the Human Resources Department using the attached form when designated employees are no longer fulfilling the various roles established within the County's ATS and their access needs to be removed.

The Human Resources Department is responsible for assigning access to the applicant tracking system for designated employees and updating the roles established within the County's ATS upon receipt of the appropriate signed access request form, from the departments.



NEOGOV Applicant Tracking System Access Request

EIN	Employee Name	Phone #	Department	Unit
Work Email Address:				

Grant new access to the following roles:

- HR Liaison/Hiring Manager Subject Matter Expert (SME)
 Requisition/New Hire Approver

Remove access to the following roles:

- HR Liaison/Hiring Manager Subject Matter Expert (SME)
 Requisition/New Hire Approver

Signature (Appointing Authority or Designee)

Printed Name (Appointing Authority or Designee) Date

Submit signed document to the Human Resources Department Attn: Recruitment & Selection Team Supervisor

To be completed by ATS System Administrator:

Access granted/modified/deleted as requested

Date: _____ Signature: _____