



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-26

Effective Date: 05/01/2006

Revision Date: 01/18/2012

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

County Administrator

SUBJECT: RECRUITMENT/SELECTION PROCEDURES AND INTERVIEW PANELS

DEPARTMENT RESPONSIBLE: Human Resources Department

I. PURPOSE

The purpose of this procedure is to promote uniformity in the recruitment and selection process throughout the County system.

II. PROCEDURE

A. Department Only Recruiting

1. In order to make certain that promotional opportunities are available to all County employees, Human Resources staff will post openings as Department-only when they are confident that there will be a sufficient number of applicants within the hiring department to make it a competitive process, pursuant to Merit System Rule 4.1.A.
2. A Department-only list of eligible applicants will consist of a minimum of three (3) applicants, unless Human Resources determines that the hiring department has a bona fide need to hire from within. In those instances, Human Resources will document the reason in writing and retain with the certification documentation.
3. If Human Resources is not confident that there will be an adequate pool of applicants from a Department-only posting or that a bona fide reason to hire from within exists; the position will be opened as County-only.

B. Internal Job Interviewing and Testing

1. Merit System Rule 4.1.A.2 requires that, with certain exceptions, an internal promotional process shall be used for all vacancies less than grade 32. Pima County encourages employees to advance within the County through internal promotions and transfers. This directive enables employees to apply and interview for positions in Pima County within proper guidelines.

2. All employees, including non-exempt employees, will be allowed a maximum of two hours per session to attend interviews and any associated testing for County employment without deducting time from their accrued leave banks providing that the time spent interviewing does not create or include overtime or compensatory time. This pertains to job interviews and/or testing for positions within the County system. Work schedules are to be adjusted to ensure that time dedicated to interviews and testing does not result in overtime or compensatory time.
3. Pima County employees, who attend job interviews outside the County system, must use their accrued leave (annual leave or accrued compensatory time) or go without pay, when applicable.

C. Interview Panels

1. Pima County is committed to a qualified and diverse workforce that represents the community it serves. Whenever possible, interview panels should be composed of qualified individuals who represent a cross section of our community.
2. In order to ensure compliance with Federal and State laws, an Equal Employment Opportunity (EEO) interview monitor/representative must be appointed by the department Appointing Authority or designee conducting the recruitment. The EEO interview monitor/representative must immediately report observable violations of the rules, policies and laws to the Human Resources/Recruitment and Selection Supervisor.
3. Human Resources Employment Rights staff must train an EEO interview monitor/representative prior to the EEO interview monitor/representative being assigned to monitor an oral board interview/examination. Departments are responsible for ensuring they have a sufficient number of trained EEO interview monitors/representatives to meet their department recruitment needs. EEO interview monitors/representatives may serve from other departments with the exception of Human Resources (HR) staff, unless the HR staff member is not a central HR employee and is serving in the capacity of an EEO monitor/representative for the department(s) to which assigned.
4. Departments should contact Human Resources Employment Rights staff to schedule training for prospective EEO interview monitors/representatives.
5. No employee from the central Human Resources Department will serve as an EEO interview monitor/representative for interview panels/examinations outside of the Human Resources Department. This is necessary to avoid potential conflicts of interest should an applicant/interviewee request a review of the process or make a charge of discrimination, both of which normally require Human Resources to be involved in the review or investigation. This applies only to centralized Human Resources staff.