

6.1 RECRUITMENT PROCESS

- A. Human Resources shall be responsible for the establishment and maintenance of the recruitment process for classifications covered by these Rules.
- B. Applicants seeking consideration for additional vacancies in a classification for which they have already applied must submit a new application to the new requisition for the vacant position once it is posted on the County's website.

6.2 REINSTATEMENT/REEMPLOYMENT

A laid-off County employee shall be eligible for reinstatement and/or reemployment for a period of two (2) years from the effective date of layoff. A written request and completion of an employment application are required in order to be included in the recruitment process and identified/certified in accordance with Merit System Rule 7.1 A.

6.3 SELECTIVE CERTIFICATION

Human Resources may make a selective certification of eligible applicants from previous recruitment processes when the vacant position requires specialized knowledge and/or experience or special background or qualification within the particular classification or within a particular geographic area.

6.4 USE OF RELATED RECRUITMENT PROCESSES

If a vacancy exists in a classification for which few, if any, applications have been received, Human Resources may use a related recruitment process for a similar classification. The related or similar classification(s) must have minimum qualifications equal to or greater than those of the classification for which the vacancy exists as determined by Human Resources.

6.5 REMOVAL OF APPLICATIONS

- A. Human Resources may remove an application from a recruitment process at any time for any of the following reasons:
 - 1. Any of the reasons specified in Rule 4.2 D.;
 - 2. The applicant cannot be located, despite reasonable efforts by the department or Human Resources;
 - 3. The applicant has indicated to Human Resources or the department that he/she is no longer interested in a position in that classification, or that he/she is no longer available for appointment;

- 6.5 A. 4. Refusal or rejection by the applicant of an offer of appointment;
5. Failure of the applicant to respond to a reinstatement notice and/or refusal to accept reinstatement;
6. The applicant has accepted an initial, competitive reappointment or promotional appointment, at which time all applications submitted for any requisitions still active shall be placed in unconsidered status;
7. Acceptance of a position by a laid off employee during the reemployment period; the laid off employee's reinstatement application shall remain in the reinstatement recruitment process;
8. For internal County-wide or intradepartmental recruitment, the applicant has been terminated from County employment (i.e., the applicant is no longer a County employee);
9. The cancellation of a recruitment process pursuant to Rule 6.6.
- B. Except for applications removed under rule 6.5.A.6, when an application is removed from a recruitment process, the applicant may request an Administrative Review under Rule 4.3.

6.6 CANCELLATION OF A RECRUITMENT PROCESS

Human Resources may cancel a recruitment process when the classification of a position being recruited is deleted or revised with a significant change to the minimum qualifications, when a major revision has been made to the written test for that classification, or for any other reason(s) deemed appropriate by the Human Resources Director.