

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 3-3
Revision No.: 1

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Notice of Vacancy

OVERVIEW: This policy describes the procedures to initiate the recruitment process.

SCOPE: This policy applies to all vacancies including temporary positions, except Unclassified Service positions.

PROVISIONS:

1. **Notice of Vacancy.** The department will initiate the recruitment process by entering a Vacancy Requisition into the Applicant Tracking System.
 - a. The Vacancy Requisition should indicate any desirable requirements in addition to the minimum qualifications for the position.
 - i. In advance of entering the Vacancy Requisition, the Human Resources Office must receive and approve any changes in the job description and/or minimum qualifications.
 1. It is the responsibility of the department director to identify the appropriate job description and/or minimum qualifications in consultation with the Human Resources Office.
 - ii. A copy of the previous incumbent's letter of resignation or notice of termination must be forwarded to the Human Resources Office.
 - b. To ensure that a position vacancy will be posted the following week, the Vacancy Requisition must be entered into the Applicant Tracking System by the established deadline.

County Manager

County Attorney