

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.: 3-4

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Revision No.: 3

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Employment Opportunities Listing

OVERVIEW: This policy describes and defines the manner in which vacancies are posted.

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

PROVISIONS:

1. **Employment Opportunities Listing.** The Human Resource Office will post all vacancies on the Employment Opportunities Listing.
 - a. Internal postings will be designated as such.
2. **Types of Postings.** Types of postings include:
 - a. Internal Postings. Postings offered only to Board of County Commissioners employees currently on the County payroll. A department director may elect to post a vacant position internally if the director determines that there are an adequate number of eligible County employees that may be recruited for the position. Requisition List Type - Promotional Only.
 - i. If a candidate is not selected from the internal recruitment process, the vacancy will be filled via established external recruitment procedures.
 - b. External Postings. Postings offered both to the general public and to current employees. Requisition Type - Regular
 - c. Applicant Pool. If it is determined that the applicant pool contains an adequate number of eligible candidates that may be recruited for the position, a department may elect not to post a position.
3. **Periods of Posting.**
 - a. Internal and External Postings. Positions will be posted for a minimum of five working days.
 - b. Special Recruitment Posting. Positions selected for special recruitment effort, as determined by the Equal Opportunity Office, will be posted for a minimum of two weeks.
 - i. In extenuating circumstances, approval to decrease the posting period may be requested from the Equal Opportunity Office.
 - c. Temporary and On-call Positions. A pool for temporary and on-call positions will be posted as requested on the Employment Opportunities Listing.

4. **Distribution.** On a weekly basis the Equal Opportunity Office will distribute the Employment Opportunities Listing to all County departments and other organizations and special interest groups as deemed appropriate by the Equal Opportunity Manager.
 - a. To ensure that all current County employees have access to the Employment Opportunities Listing, a copy will be posted on all departmental bulletin boards.

5. **Advertisements for Vacancies**
 - a. The Human Resources Office will advertise all vacancies on Alachua County's Internet Home Page.
 - b. Managerial positions, and in extenuating circumstances, positions which traditionally experience recruitment difficulties, will also be advertised in local, regional, and/or national media.
 - c. A department director may elect to request special advertising for any vacant position, subject to departmental budget considerations.

6. **Filling of Subsequent Vacancies.** If a subsequent vacancy in the same classification occurs during the posting period or interview stage of the first vacancy, a department may elect to fill the subsequent vacancy without posting the position again.
 - a. The department may select from the same pool of applications received for the initial vacancy.
 - b. If the selected applicant is separated from employment within 60 days of hire, the department director may select from the pool of applicants received for the initial vacancy.

7. **Vacancies Resulting from Reorganization**
 - a. When a part-time or full-time position has been increased or decreased in hours, the incumbent may be given the option to remain in this position.
 - b. If a new position(s) and/or classification(s) are created as the result of a reorganization of a department, and the change in structure results in no increase in the overall number of positions and there is potential for layoff of current personnel, the department may request an internal posting (Requisition Type - Departmental Promotional Only) of the newly created position(s). This internal posting will not be placed on the published County job vacancy listing, but will be a separate notice available only to those employees in permanently budgeted positions in the affected work unit.

County Manager

County Attorney