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| Pueblo County Sheriff's Office General Order Policies and Procedures Manual Pueblo County Sheriff's Office Section 2 | |
| Part 15 | Subject: Working Job Description/Equal Employment Opportunity and Recruitment |
| Related CALEA Standards: 21.1.1. a-c, 21.2.1 a-d, 21.2.2, 31.1.1, 31.1.2, 31.3.2 Related CALEA Communications Standards: 3.1.1, 3.1.2, 3.1.3, 3.1.4, 4.1.1, 4.1.2, 4.1.5 | |

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected to Equal Opportunity and Recruitment is delegated Administrative Captain.

Purpose

To establish a standardized procedure to select the most qualified candidate.

Definitions

Job Class-Group of positions sufficiently similar in duties and responsibilities; requirements of education, knowledge, ability and skill; and other qualifications or tests of fitness for qualified appointees, that the positions can be classified in the same range with the same schedule of compensation. A position which cannot be grouped with other positions because a single position job class.

Class Description-is generic and describes the principal, typical characteristics of a given task. The class description defines general features of a class, general types of duties and responsibilities and minimum general qualifications and requirements. The class description establishes a single title to be used for all positions in that class. Some classes may contain several different positions within a county department, an individual employee may or may not perform all of the essential functions and other duties. A class description is used for recruitment and the posting of position vacancies.

Working Job Description-More specific, detailed procedure for and individual employee in a department. The departmental information may outline step by step processes and individual assignments and serve as a day-today-instructional manual or guide for an employee in that job.

Policy

Classifications Plan Pueblo County Sheriff's Office

The Pueblo County Human Resources Department is responsible for analyzing, classifying, grading, and preparing/maintaining class descriptions for all county positions, to include the Sheriff's Office. The Captain of Administrations and or designee oversees the Sheriff's office classification of positions with the Pueblo County Human resource personnel. The Undersheriff has full authority over the job classifications for the Sheriff's Office. <COMM 3.1.3>

The Pueblo County Sheriff's office has a written classifications plan, that includes:

- Categorization of every job class on the basis of similar duties, responsibilities, and qualification requirements. <COMM 3.1.2 a>, > 21.2.1 a>
- Class/job specifications; <COMM 3.1.2 b>, <21.2.1 b>
- Provisions for relating compensation to classes; and <COMM 3.1.2 c>, <21.2.1 c>
- Provisions for reclassification. <3.1.2 d COMM>, 21.2.1 d>

Written job description and task analysis will support the Sheriff's Office recruitment strategies and procedures.

The position/task analysis is conducted, maintained on file, and includes at a minimum:

- a. The work behaviors, duties, responsibilities, and functions, tasks each employee. <COMM 3.1.1 a> <2.1.1.1 a>
- b. The frequency with which the work behavior occurs. <COMM 3.1.1 b>, <21.1.1 b>
- c. How important the work behaviors are <COMM 3.1.1 c> <21.1.1 c>
- d. The job-related skills, knowledge, and abilities and training needed to perform the work behaviors effectively. <COMM 3.1.1 d> <21.1.1 d>

A documented review of all position/task analysis for all employees will be conducted at a minimum of every three years, ensuring job descriptions are current and made available to all personnel. <COMM 3.1.4> <21.2.2>

The position/task analysis is tied directly to the Sheriff's Office Job Descriptions. When the scheduled documented review of the position/task analysis takes place and changes are required, the Sheriff's office forwards the requests to the Pueblo County Human Resource office. After review and approval of the changes the job descriptions is revised.

Job descriptions for each position are on file in the Administrative Services office and in PowerDMS. These descriptions are distributed to the supervisors and are also made available to all personnel.

Policy

The policy of the sheriff's office is to recruit, hire, and retain the most qualified personnel in accordance with Pueblo County policy, in accordance with the Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) guidelines.

Administrative Services is responsible for coordinating, conducting and participating in the recruitment plan. <COMM 4.1.1>, <31.1.1> Click link for: [Recruitment Plan - PCSO Recruitment Plan](#)

Job Announcements

The job announcements provide a description of duties, responsibilities, skills and education level for the position being filled.

To encourage potential applicants to apply, the Sheriff's Office policy is to publicize job openings through the news media for ten working days prior to the application deadline. Civilian job vacancies are advertised through the media for at least five working days prior to the application deadline.

The Sheriff's Office advertises as an Equal Opportunity Employer (EOE) on all employment applications and recruitment advertisement.

The Sheriff's Office recruitment brochure depicts women and minorities in law enforcement roles.

The Sheriff's Office interest card contains the following information:

- Applicants Name
- Address
- phone number and,
- Position desired.

The official application deadline is indicated on employment announcements and recruitment advertisements through the media. Human resources shall acknowledge receipt of all employment applications within ten working days of the application deadline and applicants shall be periodically informed of the status of their application. The human resource office, on a continuing basis, will use available resources to attract and recruit minority officers.

Methods used include, but are not limited to:

1. Advertising through diverse newspapers and organizations
2. Job announcements are posted on the Pueblo County and Pueblo County Sheriff Office Websites. <COMM 4.1.5 c> <31.3.2>

Correspondence with community groups and organizations, local secondary and advanced educational institutions, through the participation in career and safety fairs.

The Sheriff will evaluate the current staffing and its relation to the minority population in the community to ensure compliance with the organizations recruiting goals. The human resource office shall submit to the Sheriff a written recruitment evaluation report annually following each hiring cycle to include:

1. Recruitment activities.
2. Effectiveness of recruitment
3. Any recommendations for improvement

Personnel assigned to recruitment activities shall be knowledgeable in personnel matters, especially Equal Opportunity/Affirmative Action as it affects the management and operation of the organization. <COMM 4.1.2>
<31.1.2>

Prior to becoming involved in recruiting activities, recruiters shall undergo a training program that provides knowledge and skills in the following areas:

1. Agency career opportunities, salaries, benefits and training.
2. Federal and state compliance guidelines.
3. Cultural awareness to understand the different ethnic groups and sub-cultures.
4. Techniques of record keeping for candidate tracking
5. The selection process used by the organization, including procedures for conducting background investigations, and written, oral, and physical agility examinations.
6. Characteristics that disqualify candidates.

Applications, interest cards and statistical tracking will take place in electronic format through the Pueblo County Government website. The human resource office shall review the recruitment plan annually and submit any changes or additions in written form to the Sheriff.



By Order of the Sheriff