

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 102-03

Eff. 2/21/12

**EMPLOYMENT APPLICATIONS AND HIRING
PROCESS**

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Grand Forks County is an equal opportunity employer. It is the policy of Grand Forks County to recruit, hire, train and promote employees without discrimination because of race, color, religion, sex, age, creed, status as a veteran or special disabled veteran, status of marriage or public assistance, national origin or physical or mental handicap except where specific age, sex or physical requirements are a bona fide occupational qualification. Grand Forks County abides by all federal and state laws pertaining to employees and their employment to which Grand Forks County is subject.

Veteran's Preference: Qualified veterans shall have preference for employment with Grand Forks County as set forth in Chapter 37-19.1 of the North Dakota Century Code.

It is the policy of Grand Forks County to receive and retain only those job applications and resumes received as a result of the county's solicitation of the same. The county may choose to accept and retain any unsolicited applications or resumes.

Grand Forks County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the county's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Department Managers are encouraged to advertise open county positions as broadly as possible, giving due consideration to factors including but not limited to available time to fill the position, departmental and county fiscal constraints, and availability of qualified internal candidates. Additionally, Department Managers are encouraged to utilize the Grand Forks County web site in advertising such positions.

There is no single, prescribed employment application that must be used in filling county positions. If Job Service of North Dakota is utilized in filling a position, the Job Service standard application form should be used unless Department Managers have provided Job Service with an alternative form. Department Managers are permitted to use their departmental application forms, and are encouraged to staff these forms with the Director of Administration.

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Grand Forks County is bound to adhere to NDCC 11-10-25 pertaining to nepotism.

The following steps are required as part of the hiring process:

1. Department Managers will notify the Director of Administration and the County Commission of a vacancy. A vacancy is defined as a position that is unfilled.
2. Department Managers, working with the Director of Administration, have the authority to fill a vacated position. If budgetary constraints occur, the Commission will notify Department Managers that Commission approval will be required to fill any vacant position.
3. Internal notification for county positions, excluding Social Services:
 - A. If the Department Manager, after consulting with the Director of Administration, determines there would be no qualified internal candidates for a vacant position, he/she may proceed directly to external notification.
 - B. Any county employee will be considered as an internal applicant, regardless of employment status. Pursuant to NDCC 34-11.1, The Public Employees Relations Act, elected officials do not qualify as “employees” for the purposes of this manual.
 - C. The Director of Administration will send out a notice of an opening for posting in all departments.
 - D. Interested employees will have three (3) working days to apply by submitting the appropriate county application for employment form or resume to the Department Manager.
 - E. The Department Manager working with the Director of Administration will determine if any internal applicant qualifies for the vacant position.
 - F. If an internal applicant meets the qualifications for the vacant position, the department manager may interview the applicant.
 - G. Selection may be made from the application or resume without an interview, if there is only one qualifying internal applicant. If multiple applicants qualify, interviews will be held.

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- H. For internal hires, the losing and gaining Department Managers will arrange for a transfer date between offices. It would be appropriate to provide two-week notice to the losing Department Manager, so he/she can post for that department's vacant position.
 - I. Department Managers are encouraged to hire qualified internal candidates, but they are not required to do so.
4. External notification for county positions, excluding Social Services:
- A. If county employees do not apply or there are insufficient qualified county employee applicants the Department Manager will notify the Director of Administration.
 - B. The Director of Administration will notify Job Service of the vacancy. The Director of Administration may also advertise the position in the official county newspaper.
 - C. Applicants will fill out the standard Job Service application form or the special department form provided to Job Service.
 - D. Job Service will compile and forward applications, along with any applicant filed resumes, to the Director of Administration.
 - E. The Director of Administration and Department Manager will review and determine qualifying applicants for interview and go through any other departmental hiring procedure.
5. Hiring procedures for Social Services:
- A. If the Director, after consulting with the Director of Administration, determines there would be no qualified internal candidates for a vacant position, he/she may proceed directly to external notification.
 - B. Only Social Services' employees will be considered as internal applicants.
 - C. The Business Manager, working with the State of North Dakota Department of Human Services Human Resource Department (ND DHS HR), will notify all Social Services' employees of any internal vacancies.
 - D. Interested employees will have three (3) working days to apply by submitting the appropriate state application for employment form and resume to the State.

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- E. The ND DHS HR Department will compile, rank and forward applications, along with any resumes and a certificate of eligible internal applicants, to Social Services' Business Manager.**
 - F. Selection may be made from the application through an informal interview, if there is only one qualifying internal applicant. If multiple applicants qualify, formal interviews will be held.**
 - G. While encouraged to hire qualified internal candidates, Social Services is not required to do so.**
 - H. If there are no qualified Social Services' applicants following an internal job posting, the Director or Business Manager will notify the Director of Administration.**
 - I. The Business Manager will prepare and post the job vacancy announcement through the ND DHS HR Department, and may also advertise the position in the official county newspaper. All county employees will be notified via e-mail of the vacancy. Job vacancy information will also be available on the State of North Dakota web site, the county web page and through Job Service.**
 - J. Applicants must fill out the standard state application form available on-line as specified in the job vacancy announcement and forward it to the State.**
 - K. The ND DHS HR Department will compile, rank and forward applications, along with any resumes and a certificate of eligible applicants, to Social Services' Business Manager.**
 - L. The Director of Administration, Director or the Director's designee, will review and determine qualifying applicants for interview and go through any other departmental or merit system hiring procedure required by the State.**
 - M. If hiring a county employee for a Social Services' position, the losing and gaining Department Managers will arrange for a transfer date between offices. Social Services will provide a minimum two-week notice to the losing Department Manager, so he/she can post for that department's vacant position.**
- 6. If after following the appropriate hiring process, the Department Manager makes a decision to hire an applicant, he/she will forward the name to the Departments of Finance and Tax and Administrative Services on the Employee Status Change Form.**

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- 7. The Director of Finance and Tax will place the Employee Status Change Form on the next Commission agenda for approval under the consent agenda.**
 - A. If the hiring process or conditions for employment vary from normal policy, the County Commission must review for approval under a separate action item.**