



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	APPROVED: <i>January 1, 2015</i>
REGULATION 1: <i>Selection Process</i>	Pages: <i>1 of 8</i>

Section 1: Introduction

The Human Resources Director is charged with the responsibility of overseeing the Selection Process for all classified jobs. All aspects of employment shall be conducted in compliance with applicable federal and state statutes. The following Regulation is established to ensure fair and consistent treatment and to provide an orderly and efficient means to fill vacancies with the best qualified applicants.

The Human Resources Department may, in conjunction with the appointing authority, develop competitive examinations for all positions within the classified service. All such testing shall meet all state and federal Equal Opportunity Bona Fide Occupational Qualifications (BFOQ) guidelines for validity, reliability, and job-relatedness. Candidates may be required to complete job specific testing as required by statute, regulation, and/or accreditation standards.

All appointments shall be completed as outlined in this Regulation unless specifically stated otherwise in the PRR.

Section 2: Request for Personnel

The appointing authority shall notify the Human Resources Department when a vacancy exists by submitting a *Personnel Requisition Form*. The requisition may be for one or more jobs within the same class. The appointing authority shall make such request as far in advance as possible in order to ensure proper examinations and/or tests are available. Filling of vacancies will require approval by the Human Capital Committee per County Board Resolution 2018-089.

Prior to posting, a review of the job description shall occur. Please reference *Rule 10, Regulation 1* for more information.

A job change is not considered a vacancy when:

- A. The job title and/or a grade change occur as a result of a job reclassification that does not result in the creation of a vacancy,
- B. Jobs are transferred from one County Department to another provided the action has been approved by all appointing authorities or
- C. A current incumbent is receiving a merit change due to completion of training.



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Section 3: Posting of Vacancies

Jobs shall first be posted internally for consideration by all eligible employees of Sarpy County. Internal job postings shall occur for five (5) calendar days. Employees applying for an internal job posting shall receive appropriate consideration of their record of performance, seniority, conduct, and other job-related factors. Probationary, Temporary, Seasonal, or Provisional employees are not eligible to apply during this internal period unless the vacancy is within their respective department. If a job posting occurs within ninety (90) calendar days of its last posting/filling of a vacancy, the posting may be posted externally; any eligible and qualified County employee applicants will be provided preference pursuant to Section 9 of this regulation.

Per the County Civil Service Act (Sec. 23-2525[4]), vacancies shall be filled by promotion whenever practicable and in the best interest of the service. Thus, the Appointing Authority may elect to post the vacancy externally to ensure the County's best interest is being considered, but with the understanding that qualified eligible internal applicants will receive an interview. The vacancy shall be posted externally for a minimum of seven (7) calendar days.

Job postings and related notices shall be created by the Human Resources Department and shall be advertised on the County's website and/or other local media as deemed appropriate by the Human Resources Director.

The Human Resources Director shall make every reasonable effort to attract qualified persons to compete for externally posted positions. In the event a sufficient number of qualified applicants have not applied, the Human Resources Director with concurrence of the appointing authority may extend the closing date for the purpose of gaining additional qualified applicants.

Job postings will include relevant information, such as:

- Job title, and pay rate
- Essential functions,
- Minimum qualifications,
- Physical demands and working conditions,
- Job posting closing date, and
- Other pertinent information or requirements.



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Section 4: Application Process

All applicants' applying for Classified, Temporary, or Seasonal appointments, internal or external, must complete an online application located on the County's website along with any examinations/tests within the published posting dates. Any application not fully completed and/or incorrect, including any examinations/tests, shall not be considered further in the Selection Process.

Applicants may be asked voluntary questions relating to race, color, national origin, sex, age, disability, genetic information, religious or political affiliation, marital status, and any other protected class for reporting purposes as defined by federal or state law. This information shall not be considered part of their application and shall be maintained as confidential data.

Former employees may apply for re-employment and will be evaluated with other external candidates. The Human Resources Department will review and evaluate the record of former employees and determine their eligibility for re-employment, using criteria such as that listed in Section 6 of this regulation. Rehired employees will maintain continuous service time if they return within 30 calendar days of their separation date.

Section 5: Selection Criteria

Once a job posting has closed, the Human Resources Department will forward a list of candidates for the appointing authorities to review. These candidates shall possess the minimum qualifications for the position, as stated in the job description. The Human Resources Department shall seek input from the appointing authority in the development of an Eligible List.

Appointing authorities may not utilize an examination/assessment for selection without prior review and approval of the Human Resources Director.

Section 6: Candidate Disqualification

The Human Resources Director may refuse to place a candidate on an Eligible List, remove a name from an Eligible List, or consult with the appointing authority in taking steps to remove such person already appointed if any of the following apply.



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This following list is not fully inclusive:

- A. Found to lack or not meet any of the established qualifications required for the position;
- B. Failure of a drug and/or alcohol screen/test or voluntary admittance of illegal substance use;
- C. Refusal to participate in and/or failure of a bona fide pre-employment physical capacity and/or medical examination/test to determine if an applicant is physically or psychologically capable of performing the essential functions of the job;
- D. Discovery of a false statement of material fact in the application documents and/or examination/testing process;
- E. Attempting, directly or indirectly, to give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in, a job;
- F. Attaining, directly or indirectly, information regarding an examination/test to which, as an applicant, he or she was not entitled;
- G. Failure to submit application fully and/or correctly within the posting deadline;
- H. Participating in the compilation, administration, scoring, or correction of an examination/test for which he/she is an applicant;
- I. Previously dismissed from the County for cause or resignation while charges of dismissal for cause were pending;
- J. Conviction of a felony or misdemeanor pertaining directly to the job ;
- K. Willfully violating provisions of federal or state law, PRR, and/or any departmental rules;
- L. Failure to demonstrate suitability of employment based upon an unsatisfactory reference or background check or previous documented, unsatisfactory employment with the County;
- M. Failure to participate and maintain satisfactory driving standards as established by the Sarpy County Safety Committee, if job duties require the operation of a County vehicle or own vehicle for County business;
- N. Failure to show up for a scheduled interview without advance notice and/or acceptable documented notification;



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- O. Failure to show up for a scheduled test without advance notice and/or acceptable documented notification; or
- P. Other such reasons, as documented in the application documents or discovered during background checks, where employment of such individual would be detrimental to the best interests of the County.

Section 7: Eligibility for Promotion/Transfer

Employees applying for a posted job for a promotion/transfer:

- A. Employees must meet the minimum qualifications of the posted position.
- B. Employees must have a recent performance appraisal rating of “satisfactory” or higher within 12 months prior to the job posting except in those instances in which no performance appraisal is on record in their Civil Service personnel file.
- C. Employees may not have been suspended within the last 12 months prior to the date the posting closes.
- D. Employees who received a non-voluntary demotion within the last 24 months are ineligible.

NOTE: Probationary employees may apply for promotions and transfers for Open-Competitive (external) job postings and for internal postings within their own department.

Section 8: Examination, Testing, and Rating Process

Public announcement of all examinations/tests shall be included in the job posting. The Human Resources Director has the authority to prescribe the rating process and to place the names of successful candidates on Eligible Lists in accordance with their respective ratings. The rating process shall be constructed to determine the applicant’s ability to perform and meet the requirements of the posted job.

The determination of ratings may be comprised of various job-related examining techniques, such as the rating of training and experience, written tests, interviews, professional licensing/certification, performance tests, aptitude tests, knowledge, skills, character, personality, investigations, or physical fitness as determined by physical or medical examination, or any other qualifications or attributes that enter into the determination of the relative fitness of applicants.



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The review of applications to determine an initial disposition shall be based upon the following steps:

- Examination/Testing Results,
- Supplemental Question/Filter Responses,
- Subject Matter Expert Review, and/or
- Other factors relating to the applicant's ability to perform the job.

Examinations/tests shall be scored objectively. Examinations/tests may be assembled or unassembled and may include written, verbal, physical, or performance tests as well as any combination of these. The Human Resources Director in consultation with the appointing authority shall determine the appropriate examinations/tests for any posted position.

The Human Resources Department in consultation with the appointing authority shall identify/create Supplemental Questions (SQs) and/or Filters. Established SQs/Filters may be reused for future postings of the same job title.

The appointing authority shall complete a Subject Matter Expert (SME) review of the applicants who meet the minimum qualifications of the job. During this review, the appointing authority shall rate the relevance of the candidate's education, training, and experience and shall assign a numerical value using the following criteria:

Rating Definition	SME Points
Meets desired qualifications for education, training, and experience	96 - 100
Meets most of desired qualifications for education, training, and experience	50 - 95
Meets some desired qualifications for education, training, and experience	1 - 49
Does not meet desired qualifications for education, training, and experience	0

The minimum rating through which eligibility may be determined is at the discretion of the Human Resources Director. A minimum passing score may apply to the rating of each segment or phase of the total score.

All applicants shall be afforded uniform and equal treatment in all phases of the rating process.



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Section 9: Preference Scores

Employees applying for posted jobs within their current department will receive preference for consideration of internally posted jobs. This preference shall be awarded as follows as long as the employee meets the minimum qualifications for the posted job.

The preference for a current, qualified employee applicant is 15 percent.

Veterans shall be eligible for preference; below is a brief outline regarding eligibility and amount of preference*:

A. Applicants have identified themselves as a:

- Veteran who served full-time duty with military pay and allowances in the armed forces of the United States;
- Disabled veteran who has been discharged or otherwise separated under honorable conditions and has established the present existence of a service-connected disability or is receiving compensation, disability benefits, or pension because of a public statute administered by the United States Department of Veteran Affairs or a military department;
- Spouse of a veteran who has a 100 percent disability as determined by the United States Department of Veterans Affairs;

B. Applicants have provided a copy of their “honorable discharge” papers, and a copy of the veteran’s disability verification, and proof of marriage to a veteran (if applying for spousal preference) at the time of application submission.

The amount of preference for qualified veterans is as follows:

- A. Veterans who obtain passing scores on all parts or phases of an examination shall have five (5) percent added to their passing score if a claim for such preference is made on the application, and
- B. An additional five (5) percent shall be added to the passing score of any disabled veteran or a spouse of a disabled veteran.
- C. When no examination or numerical scoring is used, preference shall be given to the qualifying veteran or spouse of a disabled veteran if two or more *equally qualified* candidates are being considered for the same job.

**Visit the Nebraska State Legislature’s page to read the statutes in their entirety (§§ 48-225 – 227).*



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Section 10: Notification of Examination Results

The Human Resources Department shall notify applicants of their final disposition once the Eligible List has been certified by the Human Resources Director.

Section 11: Conclusion of Rating Process

This rating process shall be utilized in establishing applicant's final scores. Certification of eligibility for appointment to vacancies shall be as a result of this rating process, which limits selection from among the highest ranking available and eligible candidates and which also permits selective certification as prescribed in this Regulation. Prior to certification on the Eligible List, the Human Resources Department may conduct such investigations of applicants' education record and/or work history as is deemed necessary.

Section 12: Applicant Appeal and Adjustment Process

Applicants who posted for a vacant job posting may appeal to the Human Resources Director for a review of their total rating to ensure that uniform procedures have been applied equitably and fairly. Said appeal must be received within 15 calendar days of notification of rating/examination/test results.

If dissatisfied with the review conducted by the Human Resources Director, a tenured employee may file a request with the Personnel Policy Board for an opinion.

Section 13: Selection Process Recordkeeping

All applicable documents used in association with the Selection Process shall remain active for the job for which it was submitted for a maximum of 90 calendar days from the date the vacancy was filled. If a different job is posted, interested applicants would need to submit an application and any related documents for the newly posted job within the established time limits in order to be considered.

The Human Resources Department shall be responsible for the maintenance and safe-keeping of all records pertinent to the selection processes including those distributed, used, and/or received by the appointing department.