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**Resolution # 15-2012**

**GENERAL CODE OF ONEIDA COUNTY, WISCONSIN  
ORDINANCE AMENDMENT #**

**Ordinance Amendment offered by Supervisor Matt Matteson.**

**Whereas**, the current selection process for new hires in Oneida County as the Labor Relations and Employee Services (LRES) department screen all applications to provide department heads with a list of qualified candidates; and

**Whereas**, department heads are currently not able to review all applications that are submitted for a position vacancy; and

**Whereas**, the current screening process leaves open the possibility of abuse of the system (i.e. screening of applications not based on merit but other impermissible criteria); and

**Whereas**, a system for screening applications that involves a selection committee would guarantee that all applications were able to be reviewed by the department head while at the same time ensuring that a merit based review of all applications is accomplished.

**NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS  
DOES ORDAIN AS FOLLOWS:**

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Section 4.32 of the General Code of Oneida County, Wisconsin, is amended as follows [additions noted by underline, deletions noted by strikethrough]:

**4.32 FILLING POSITION VACANCIES.** (Am. #91-2007; Am. Res. #17-2009)

...

(8) Approved vacancies shall be filled as follows:

...

- (D) A Selection Committee shall be appointed consisting of any two (2) or more members selected from the following:
1. Oversight Committee member(s).
  2. Department Head or designee.
  3. Labor Relations and Employee Services Committee member(s).
  4. ~~County Coordinator.~~ Third party designated by Department Head and Human Resources Director
  5. ~~Employee Services Manager.~~ Human Resources Director
- (E) Initial screening of applicants will be done by the Labor Relations and Employee Services Office. The Selection Committee shall participate in the ~~screening and~~ formal interview process of all non-elected department

52 head positions and shall be responsible for the hiring decision, unless  
53 otherwise required by statute. ~~If the Selection Committee so desires, it~~  
54 ~~may~~ If the Department Head so desires, he/she may request that the  
55 Selection Committee screen the applications after the deadline for  
56 accepting applications has passed, using experience and qualifications  
57 criteria. In screening applications, the ~~County Coordinator's Office-~~  
58 Human Resource Director's Office or the Selection Committee, shall  
59 certify to the departments those applicants who are eligible for final  
60 selection. The screeners may reduce the number of applicants  
61 interviewed to a number not less than five (5) provided five (5) or more  
62 qualified individuals have applied. When possible, the ~~County~~  
63 ~~Coordinator's~~ Human Resource Director's Office or the Selection  
64 Committee shall certify only the top five (5) ranked applicants. If the  
65 selection process does not provide for the ranking of applicants, the  
66 ~~County Coordinator's~~ Human Resource Director's Office or the Selection  
67 Committee shall, if possible and under specific criteria, establish  
68 categories of "most qualified, second most qualified, third most  
69 qualified," and so on. The department shall first make employee  
70 selections based upon selections from the first category, then the second  
71 category, and so on. If neither of the above two methods is available, the  
72 ~~County Coordinator's~~ Human Resources Director's Office or the Selection  
73 Committee may certify all applicants or implement random selection  
74 methods to reduce the applicant pool to a more manageable number.

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76 ***[All other portions of Ordinance Section 4.32 are to remain unchanged]***  
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80 Approved by the Supervisor Matt Matteson this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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82 Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = \_\_\_\_\_ 3/4 Majority =  
83 \_\_\_\_\_

84  
85 The County Board has the legal authority to adopt: Yes \_\_\_\_\_ No \_\_\_\_\_ as  
86 reviewed by the Corporation Counsel, \_\_\_\_\_, Date:  
87 \_\_\_\_\_

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90 Offered and passage moved by: \_\_\_\_\_  
91 Supervisor

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94 Seconded By: \_\_\_\_\_  
95 Supervisor

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98 \_\_\_\_\_ Ayes

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100 \_\_\_\_\_ Nays

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102 \_\_\_\_\_ Absent

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\_\_\_\_\_ Abstain

\_\_\_\_\_ Enacted

by the County Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_ Defeated

\_\_\_\_\_  
Mary Bartelt, County Clerk

\_\_\_\_\_  
Ted Cushing, County Board Chair