

vacancy mandate:

1. Non-Tax Levy supported positions that are supported completely and directly by federal, state, or other external revenues.
2. The Chief Deputy, Lieutenants, Jail Administrator and Assistant Jail Administrator positions assigned to the Sheriff's Office are exempt from the moratorium.
3. Any Deputy Sheriff, Lead Corrections Officer, Lead Telecommunicator, Corrections Officer, Telecommunicator, Sergeant, or Detective Sergeant in the Sheriff's Office that becomes vacant must be held open for at least eight (8) weeks. Once the eight (8) weeks has elapsed, the Department may proceed with the recruitment process without appeal.
4. Child and Adult Protective Social Workers and Economic Support Specialists positions are exempt from the moratorium.
5. The Attorney and Paralegal assigned by Corporation Counsel to CHIPS and Adult Protective Services cases.
6. Emergency Management
7. All other positions will be subject to the moratorium and will not be filled for six (6) months unless, an appeal is granted by the Labor Relations and Employee Services Committee.
8. Thirty Days prior to the end of the six (6) month period a Department Head may wish to pursue the steps outlined in this process for having the vacancy filled.

(3) Appeal Process. Department Heads may appeal to the County Coordinator to fill positions covered by the vacancy mandate. Appeals should be submitted per the guidelines set forth in (4) Deliberation of Vacancy below.

(4) Deliberation of Vacancy.

- (A) Whenever the department head wishes to fill the vacancy, the Department Head and Employee Services Manager will review the job description and make any necessary changes.
- (B) The Department Head shall present to the County Coordinator his/her rationale for filling the vacancy, the costs associated with filling the vacancy, funding sources, the job duties to be performed, alternatives to filling the vacancy, and any other pertinent information.
- (C) The County Coordinator shall indicate in writing to the Department Head if he/she is in support of filling the vacancy.
- (D) The Department Head shall present to the Committee of Jurisdiction his/her rationale for filling the vacancy, the costs associated with filling the vacancy, funding sources, the job duties to be performed, alternatives to filling the vacancy, and any other pertinent information including whether or not the County Coordinator supports filling the vacancy.
- (E) The Committee of Jurisdiction may decide not to fill the vacancy, in which case, no recruitment activity will commence. If the Committee of Jurisdiction wishes to have the vacancy filled, it will make and pass a motion to that effect, and will forward the recommendation on to the Labor Relations and Employee Services (LRES) Committee.
- (F) The LRES Committee will review the position with the County Coordinator and the Department Head and any other interested person(s). If the LRES Committee agrees with the recommendation to fill the vacancy, it will make and pass a motion to that effect. Recruitment activity will then commence.

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- (5). Approval. Once approval has been obtained, recruitment procedures as detailed in the General Code of Oneida County shall commence.
- (6). The County Coordinator and the chairpersons of the Committee of Jurisdiction and the Labor Relations and Employee Services Committee may authorize an emergency filling of a vacancy. This emergency authorization must be confirmed by a majority vote of the members of the committee of Jurisdiction and the Labor Relations and Employee Services Committee at their next meeting(s). An emergency authorization may only be made where public safety or welfare would be immediately placed in jeopardy.
- (7) Elimination of Position.
- (A) Thirty days prior to the end of the six (6) month vacancy period, a Department Head may ask that the position be reviewed and evaluated by the County Coordinator and a recommendation given to the LRES Committee regarding the need to continue the position. The position vacancy will be placed on the LRES Committee agenda where a final determination shall be made.
- (B) Any vacant position that is not authorized to be filled according to the rules contained herein, and remains vacant for a period of more than six (6) consecutive months, shall automatically be eliminated.
- (C) Any vacant position, funded by grant monies, where the grant monies are no longer available, in whole or in part, shall be eliminated.
- (8). Approved vacancies shall be filled as follows:
- (A) Whenever it is felt the local area could support filling a vacancy by advertising in the official County newspaper, such advertisements shall be made. Other forms or sources of public notice may be used at the discretion of the County Coordinator. Public announcements of vacancies shall include at least the following information:
1. Classification/Position title.
 2. Department where the position vacancy exists.
 3. Salary range.
 4. Benefit summary.
 5. Minimum qualifications and requirements of the position.
 6. Address and phone number to request and submit application.
 7. Application deadline.
 8. EEO statement; drug free, alcohol free and smoke free workplace statement.
- (B) In some positions, including new hires for regular and permanent part-time positions, a medical examination may be required. For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Department of Transportation mandated regulations. Each applicant will sign a waiver for release of information from their previous employers for the purpose of reference checks. Each applicant must also file a County application form with the office identified in the job ad.
- (C) Applicant evaluation prior to oral evaluations may consist of one (1) or more of the following as deemed appropriate by the County Coordinator, department head, oversight

153 Committee or Labor Relations and Employee Services Committee:

154 1. Written examinations.

155 2. Evaluation of education, qualifications and experience.

156 3. Performance of tasks required.

157 4. Other requirements allowed by law.

158 (D) A Selection Committee shall be appointed consisting of any two (2) or more members

159 selected from the following:

160 1. Oversight Committee member(s).

161 2. Department Head or designee.

162 3. Labor Relations and Employee Services Committee member(s).

163 4. County Coordinator.

164 5. Employee Services Manager .

165 (E) Initial screening of applicants will be done by the Labor Relations and Employee

166 Services Office. The Selection Committee shall participate in the screening and formal

167 interview process of all non-elected department head positions and shall be responsible

168 for the hiring decision, unless otherwise required by statute. If the Selection Committee

169 so desires, it may screen the applications after the deadline for accepting applications has

170 passed, using experience and qualifications criteria. In screening applications, the

171 County Coordinator’s Office shall certify to the departments those applicants who are

172 eligible for final selection. The screeners may reduce the number of applicants

173 interviewed to a number not less than five (5) provided five (5) or more qualified

174 individuals have applied. When possible, the County Coordinator’s Office shall certify

175 only the top five (5) ranked applicants. If the selection process does not provide for the

176 ranking of applicants, the County Coordinator’s Office shall, if possible and under

177 specific criteria, establish categories of “most qualified, second most qualified, third most

178 qualified,” and so on. The department shall first make employee selections based upon

179 selections from the first category, then the second category, and so on. If neither of the

180 above two methods is available, the County Coordinator’s Office may certify all

181 applicants or implement random selection methods to reduce the applicant pool to a more

182 manageable number.

183 (F) Applicants will be notified at least five (5) working days prior to the date of the

184 scheduled interview when possible. Applicants not selected for interview shall, if

185 possible, be notified by mail on the same date as those who are selected for interview.

186 (G) The Selection Committee shall conduct oral evaluation interviews and shall certify the

187 top three (3) applicants, provided three (3) qualified individuals have applied to fill

188 possible vacancies in the ensuing year. Where a certified eligibility list exists, the

189 department head shall fill the vacancy from the list.

190 1. The application forms, ratings and certified eligibility list shall be

191 utilized for future vacancies in the same classification for a period not to

192 exceed twelve (12) months. If less than three (3) qualified applicants

193 remain available to fill a vacancy in the same classification during said

194 period, the department head may request that the formal selection

195 process be reinitiated.

196 2. At the request of the Department Head, the Selection Committee may

197 certify more than three (3), provided that all certified applicants meet the

198 minimum qualifications. The County Coordinator shall verify that all of

199 the certified applicants meet the minimum qualifications.

200 (H) No applicant shall be considered for a vacancy where appointment to such vacancy

201 would result in members of an immediate family being employed in a direct supervisor-

202 employee relationship.

203 (L) No person shall serve as a member of the Selection Committee for a vacancy in which an

204 applicant is a member of his/her immediate family. Any Selection Committee member
205 named as a reference shall be disqualified from voting on the vacancy for that applicant.
206 In the event an interviewer is uncomfortable with evaluating an applicant, the interviewer
207 should identify the concern to the other interviewers and a decision should be made
208 collectively whether the interviewer should or should not participate.

209 (J.) The County Coordinator will verify eligibility of interviewers when coordinating
210 interviews.

211 (K.) Applicants selected to receive a formal job offer shall be notified in writing by the
212 County Coordinator. This job offer shall include the pay rate, percentage of full-time
213 employment, position title, appropriate department, shift if appropriate, and shall request
214 a written acceptance letter which includes the individual's proposed start date.

215 (L.) Exceptions to this process are outlined in Sections 4.35 Promotions and 4.36 Transfers.

216 (M.) Upon request by the department head, as required by statute, and authorized by the
217 County Coordinator, Oneida County may conduct background investigations and
218 reference checks on applicants.

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220 Approved by the Labor Relations and Employee Services Committee on .

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222 Vote Required: Majority = _____ 2/3 Majority = _____ 3/4 Majority = _____

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224 The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by
225 the Corporation Counsel, _____, Date: _____

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228 Offered and passage moved by: _____
229 Supervisor

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232 Supervisor

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244 Seconded by: _____

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247 _____ Ayes

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249 _____ Nays

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251 _____ Absent

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253 _____ Abstain

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_____ Adopted

by the County Board of Supervisors this 2008.

_____ Defeated

Robert Brusio, Clerk

Andrew P. Smith, County Board Chair