

SHERIFF'S PERSONNEL AND RECRUITING

Management Seminar

PERSONNEL AND RECRUITING

Our Mission: We recruit and select quality employees. We retain them by providing career development opportunities.

WHAT QUESTIONS DO
YOU WANT ANSWERED?

Agenda

- Overview of County and Sheriff recruitment, selection and classification process
 - The e-PAR process
 - Filing a Vacancy
 - New Employees
 - Position Management
 - Employee Performance Evaluations
 - Separations

Roles



THE E-PAR

Electronic Position Action Request

The approval/review process

Personnel Review Only

- Fill a vacancy.
- Promote an under-filled incumbent.

Budget and Undersheriff Review

- Hire temporary/Temporary assignment to higher class.
- Dual fill.
- Reclassification.
- Other actions (Specialized Assignments, Bilingual, etc.).

How to fill out an e-PAR

- Sheriff's website.
 - E-PAR Instruction Manual, forms, FAQ's, tracking and password resets
- Position numbers, Department ID and location codes
- Setting an electronic signature
- Selecting the approvers
- Who has done an E-PAR?
- Who is expected to do an e-PAR?

Question

You have a Sergeant or Supervisor who is going on extended FML for 12 weeks. You want to have an Acting Sgt. or Supervisor. Does your e-PAR have to go through the budget phase?

The PAR will be reviewed by Budget and the Undersheriff.

Yes

FILLING A VACANCY

Recruitment, Selection and Backgrounds

Recruitment: Things to consider

- Type of recruitment
- Subject Matter Expert vs. Interview Panel
- Ideal candidate
- Department/Division current needs
- Succession planning
- Defining and reaching applicant pool
- Diversity
- Advertisement.
- Looking beyond the current vacancy.
- Timeline.
- Civil service rules.

What is your role?

Professional Vacancy

- Notify DHRO when a vacancy has occurred
- Work with DHRO on various options to fill the vacancy
- Possible SME, panel member, rater of applications for DHR

Sworn Vacancy

- Notify Career Path Sergeant when a vacancy has occurred

Selection Process: Things to consider

- Your role: Oversee and provide direction for the following:
- Type of lists and criteria.
- Evaluation mechanisms and interview questions.
 - Selecting a Panel.
 - Developing interview questions.
 - Creating anticipated responses.
 - Scoring.
 - Selecting the best fit for your division.
- Timeline.
- Civil Service Rules.

Hiring Manager makes the candidate selection, not HR.

Background process

- Sworn vs. Professional
- Timeline
 - Professional staff 4-6
 - Sworn staff 9-12 months
- Items covered
 - Limited Security Clearance, initial background screening, done before interview
 - Records Check
 - Personal History
 - Employer, Personal and Landlord References
 - Neighborhood check
 - Credit check, when applicable
 - CVSA and fingerprints
 - County medical and e-verify

Question

My Captain was notified that our candidate was disqualified. They would like to know the specific reason why? Can you tell me this?

No

The reasons are not shared with the Hiring Manager or the Candidate.

NEW EMPLOYEES

Training, establishing expectations and evaluations

New Employees

- Orientation
- Training Plan
- Setting Expectations
- Monthly and probationary evaluations

Question

I have two new classifications starting on the same day. One is an entry level clerical position and one is a Correctional Counselor. Should I create separate expectations?

Yes

Both new employees should receive expectations for their specific assignments and classifications.

EMPLOYEE PERFORMANCE EVALUATIONS

Appeals, roles, salary increases, timelines and non-retention.

Evaluations

- Appeal process
- Role of the reviewer
- Salary increases (ESAP)
- Timelines
- Non-retention packets
 - Importance of Monthlies
 - Probationary Evaluations

Question

I have an employee that has not received any monthlies, or a mid evaluation. They are in their 11th month of probation. Can I fail them on probation without these?

Depends

However, every situation is unique and should be discussed with your Chain of Command, DHRO or Employee Relations.

SEPARATIONS

Process and exit interviews

Separations

- Employee leaving the Department
- Process
- Notification
- Exit Interviews
 - Distribution
 - Importance of Exit Interviews

Question

Does someone in another bureau see the exit interviews for my staff?

Exit Interviews are
distributed to
Command Staff.

Yes

POSITION MANAGEMENT

Reclasses, position movement and position studies.

Classifications Activity Requests (CARs)

- Types.
 - Position movement between Dept. ID's
 - Approvals
 - Adding a position
 - New FY or Mid-Year
 - Reclasses a position
 - Vacant or encumbered
 - Documents needed
 - Position Studies
 - What is a position study?
 - What does the process involve?
 - What is the status of the study?



Question

I need position number 12345 moved to a new dept. ID next pay period. Can Personnel make it happen?

If request is
approved by
Command Staff.

Yes

QUESTIONS
