

The background of the slide is a close-up, slightly blurred image of the seal of the San Diego County Sheriff's Department. The seal is circular and features a central emblem surrounded by the text "SAN DIEGO COUNTY SHERIFF'S DEPT." in blue capital letters. The seal is mounted on a metallic surface with some decorative elements.

# SHERIFF'S PERSONNEL AND RECRUITING

# PERSONNEL AND RECRUITING

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

**WHAT QUESTIONS DO YOU  
WANT ANSWERED?**

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# 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

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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?



# SCENARIO

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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?

# Yes

The e-PAR will be reviewed by Budget and the Undersheriff.

# FILLING A VACANCY

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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 Staff 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 Staff
- Timeline
  - Professional Staff 4-6 weeks
  - Sworn 4-6 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

# SCENARIO

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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

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Training, Establishing Expectations and Evaluations

# New Employees

- Orientation
- Training Plan
- Setting Expectations
- Monthly and Probationary Evaluations

# SCENARIO

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I have two new employees 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

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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

# SCENARIO

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I have an employee that has not received any monthlies, or a mid-evaluation. They are in their 11<sup>th</sup> 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, and Employee Relations.

# SEPARATIONS

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Process and Exit Interviews

# Separations

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

# SCENARIO

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

# Yes

Exit Interviews  
are distributed  
to Command  
Staff.

# POSITION MANAGEMENT

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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?

Approvals:

Internal-Budget,  
Command Staff,  
HR

PSG

DHR

# SCENARIO

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



# Yes

If request is  
approved by  
Command  
Staff.

# QUESTIONS

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