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MEET OUR TEAM

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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 Employee Onboarding
 - Position Management
 - Employee Performance Evaluations
 - Separations

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Roles

- County Human Resources
- Public Safety Group
- Sheriff's Personnel Division
- DHROs & HR Specialists
- Hiring Managers

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THE e-PAR

Electronic Position Action Request

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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.)

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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?

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SCENARIO

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?

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Yes

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

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FILLING A VACANCY

Recruitment, Selection and Backgrounds

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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

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What is Your Role?

Professional Staff Vacancy

- Notify DHRO/HRS when a vacancy has occurred
- Work with DHRO/HRS 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

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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

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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

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SCENARIO

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

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No

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

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NEW EMPLOYEES

Training, Establishing Expectations and Evaluations

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New Employees

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

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SCENARIO

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?

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Yes

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

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EMPLOYEE PERFORMANCE EVALUATIONS

Appeals, Roles, Salary Increases, Timelines and Non-retention

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Evaluations

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

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SCENARIO

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?

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Depends

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

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SEPARATIONS

Process and Exit Interviews

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Separations

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

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SCENARIO

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

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Yes

Exit Interviews are distributed to Command Staff.

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POSITION MANAGEMENT

Reclasses, Position Movement and Position Studies

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Classifications Activity Requests (CARS)

Types

- Position movement between Dept. ID's
 - Approvals
- Adding a position
 - New FY or Mid-Year
- Reclass 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?



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SCENARIO

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

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Yes

If request is approved by Command Staff.

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QUESTIONS

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