

[INTERVIEW VIDEO](#)



PERSONNEL DIVISION

Our Mission:

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

WHAT QUESTIONS DO YOU WANT ANSWERED?

We'd like to make sure we cover all inquiries about
Personnel.

AGENDA

- Roles of Sheriff's Personnel
 - County HR, PSG, DHRO's and Hiring Managers
- Filing a Vacancy, Recruitment Process, Selection
- Background Process
- New Employees
- Employee Performance Evaluations
- Separations
- Position Management

MEET OUR TEAM



Martinez, Melissa G
HR Manager



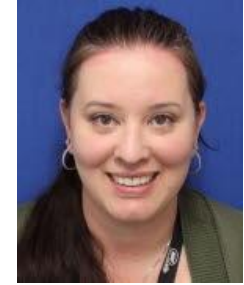
Reyes, Ruby
DHRO



Louch, David
DHRO



Osuna, Matilde
DHRO



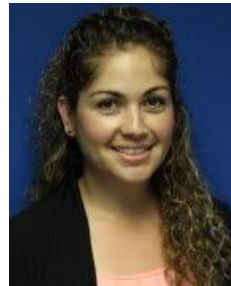
McCarty, Marisa
DHRO



Schible, Elaine
DHRO



Lavigne, Gene
HRS



Rodriguera, Brenda
HRS



Pflieger, Alicia
HRS



Gomez, Kristina
HRS

ROLES



County Human Resources

Public Safety Group

Sheriff's Personnel

Dept. HR Officers

Hiring Managers



County Human Resources

- Responsible for recruitments, including applications review, testing and determining if candidates meet minimum qualifications to be placed on eligible lists.
- Sheriff Personnel is not involved in determining if a candidate meets minimum qualifications or placing candidates on eligible lists
- Reviews and approves specific requests before they can happen
 - CARs, positions movement, including moving from one department to another
 - Reclassing positions
 - Temp assignments
 - Recruitments
 - Pay rate changes for certain classifications

Public Safety Group

Group HR Director

- Business Partner with the Sheriff's Department
 - District Attorney
 - Office of Emergency Services
 - Medical Examiner
 - Probation
 - Public Defender
 - San Diego County Fire Authority/EMS
 - San Diego Sheriff's Department
 - Animal Services
 - Child Support Services
- Reviews and approves HR Specific requests:
 - New Lists (New Requisition)
 - Temp Assignments
 - New Recruitments
 - Increase Vacancies
 - Salary Increases



Sheriff Personnel Division

Responsible for:

- Recruiting
- Interviewing
- Backgrounds
- New Hires & Transfers
- Separations & Retirements
- Personnel records



Hiring Managers/Supervisors

Responsible for working with DHRO/Personnel to:

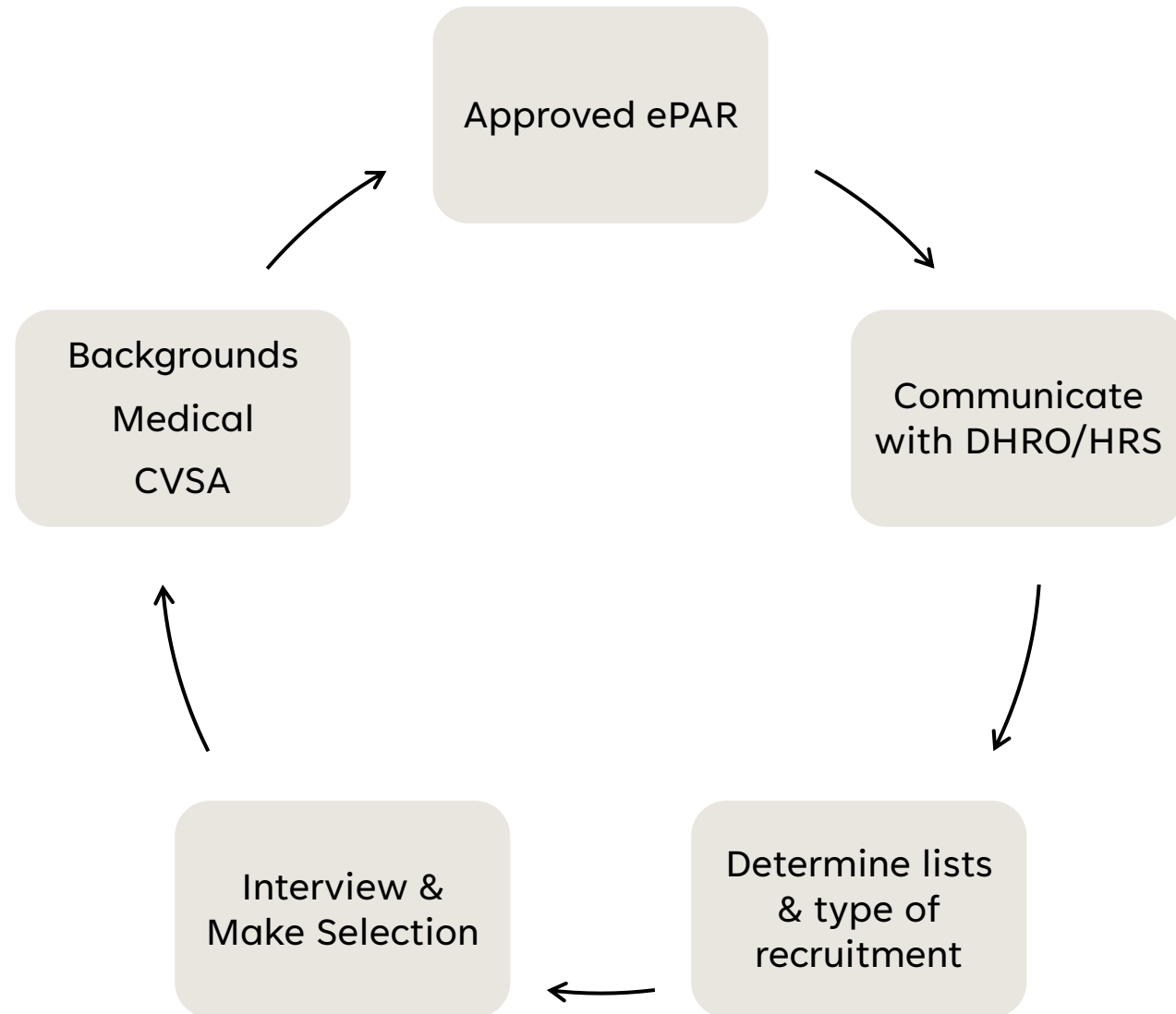
- Anticipate the vacancy
- Complete ePAR
- Develop the recruitment plan with the DHRO
- Select the right candidate
- Create a good onboarding experience
- Continue positive engagement



Filling a Vacancy

Recruitment, Selection and Backgrounds

FILLING VACANCY PROCESS



EPAR APPROVAL/REVIEW PROCESS

Personnel Review Only

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

Budget & Undersheriff Review

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

HOW TO FILL OUT THE EPAR

- Sheriff's website:
 - Bureaus – Human Resources – Personnel – ePAR
 - [ePAR - Index \(sdsheriff.com\)](https://sdsheriff.com)
- Position numbers, Department ID and location codes
 - [Position Report \(Chrome Only\)](#)
- Selecting the approvers
- When can you submit an ePAR?

IS THERE A LIST?

Yes

What type?
- Promo
- Regular
- Department Select

- Selection Process
- Interviews

No

New Recruitment
- Wait to get list of names

- Selection Process
- Interviews

Recruitment Plan: 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
- Timeline
- Civil service rules

Hiring Manager makes the candidate selection, not Human Resources

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
- Assist with the recruitment plan:
 - Review job announcements and transfer opportunities
 - Develop interview questions
 - Select interview panel
 - Participate in the candidate selection

SELECTION PROCESS: THINGS TO CONSIDER

- 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

JOB ANNOUNCEMENT

Blind Application:

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age, and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce. The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application. Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

[Sheriff's Senior Fingerprint Examiner-22280208 | Job Details tab | Career Pages \(governmentjobs.com\)](#)

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?



YES

The PAR will be reviewed by Budget and the Undersheriff.

QUESTION?

You have an internal candidate that is a perfect fit to fill your vacancy. How do you get their name on a list to interview?

Department Select List

You would ask your
DHRO/HRS for the
Department Select list.



BACKGROUND PROCESS

Backgrounds

Professional Timeline

Professional staff 4-6 weeks

Beginning Process

- Limited Security Clearance
- Records Check
- Personal History
- Employer, Personal and Landlord References
- Neighborhood check
- Credit check, when applicable
- CVSA and fingerprints
- County Medical Exam and e-verify

QUESTION?

My Captain was notified that our candidate was disqualified. They would like to know why. Can you tell me why they were disqualified?

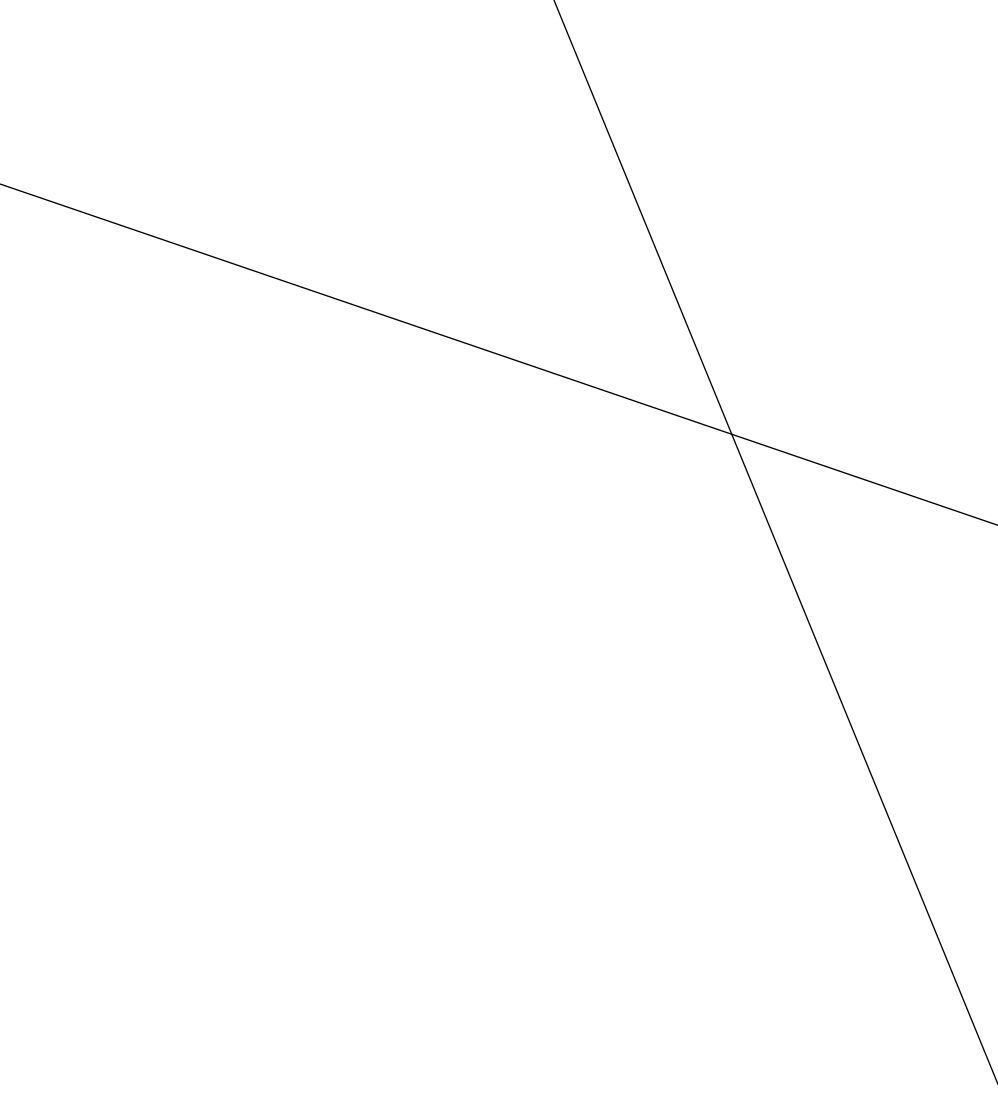


NO

The reasons are not shared with the Hiring Manager or the Candidate. This is considered confidential information

How many candidates do you think are currently in the Background Process?

Candidate Recruiting Status	Count
Backgrounds	43
New Hire	20
Pending Recruitment Request	20
New Vacancy due to Internal – Demotion, Promotion, Transfer	17
New Recruitment	15
CVSA	9
Medical	6
Pending List	4
Interviewing	173
<i>Vacancy Total</i>	<i>307</i>

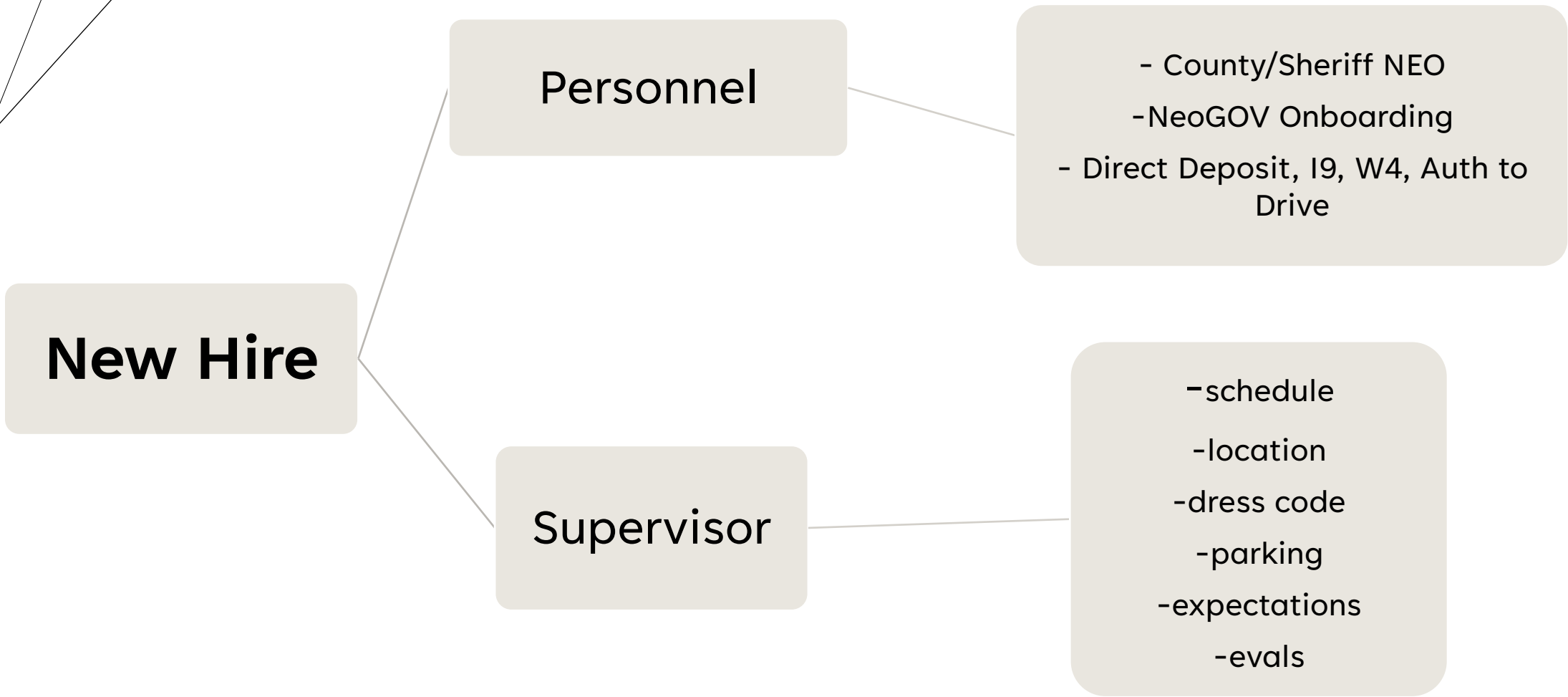


New Employees



New Employees

- Schedule
- Location
- Parking info
- Dress Code
- Orientation
 - County NEO
 - Sheriff NEO
- Training Plan
- Setting Expectations
- Month/year evaluations



This is done prior to their start date

QUESTION?

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? Does their probation period end on the same day?

YES & NO

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

Probation periods are different for every classification. In this case, 12 months for Correctional Counselor and 6 months for Office Assistant.



EMPLOYEE PERFORMANCE EVALUATIONS



EVALUATIONS

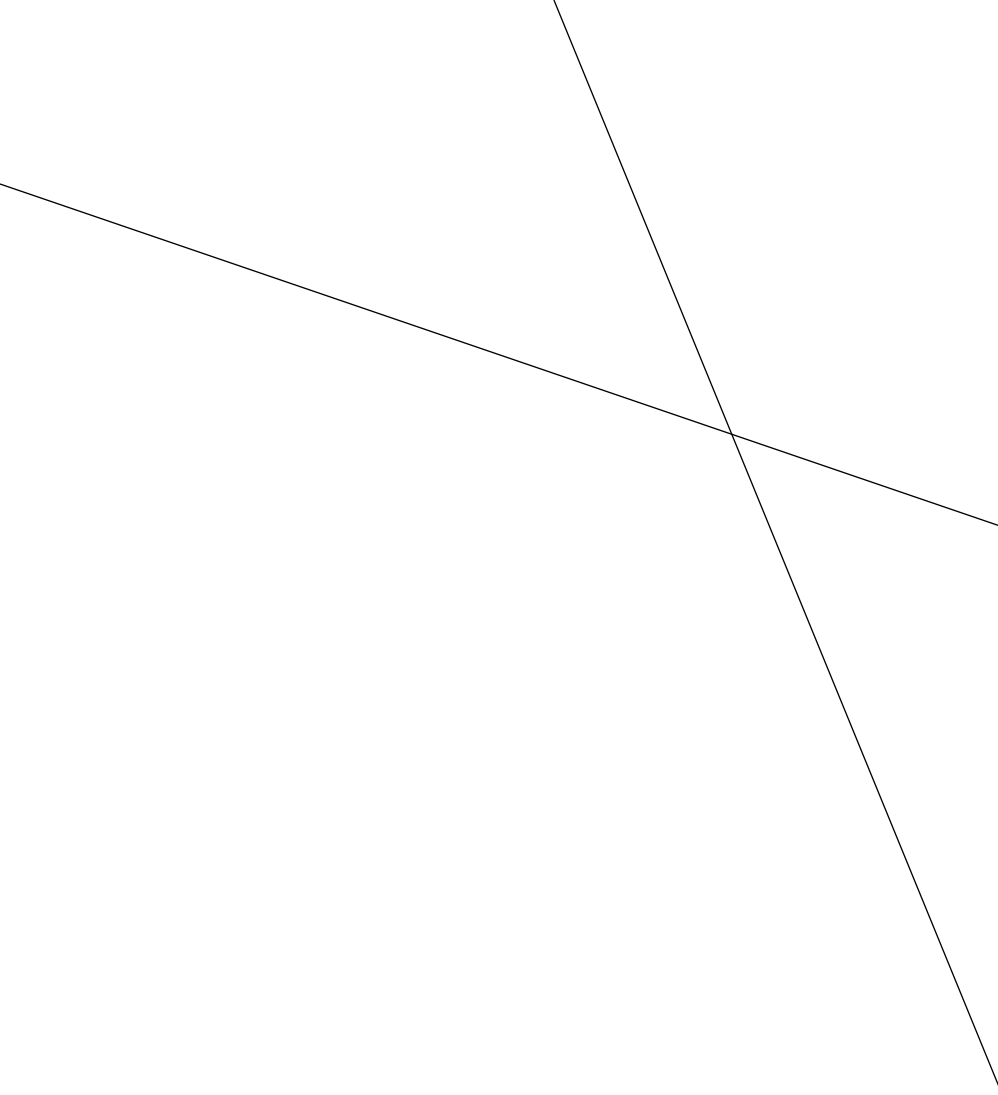
- Appeal process
- Role of the reviewer
- Salary increases (ESAP)
- Timelines
- Non-retention packets
 - Importance of Monthlies
 - Probationary Evaluations

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

Resignations/Retirements/Transfers

Separations

- Employee sends resignation/retirement/transfer email; forward to personnel
- DHRO/HRS will reach out to employee to get specifics on their resignation
- DHRO/HRS will request that the Exit Interview be signed and returned before last day.

QUESTION?

Does someone in another bureau see the exit interviews? Who does see it?



YES

Exit Interviews are distributed to
Command Staff.



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 department ID next pay period. Can Personnel make it happen?



YES

IF the request is
approved by Command.

HARD TO RECRUIT CLASSIFICATIONS

Earn **\$1000!** The County has established a Referral Reward Program that rewards employees for referring candidates who are hired into identified hard to recruit jobs at the County.

[Personnel Home \(sdsheriff.com\)](https://sdsheriff.com)

Please Note:

- Only written referrals by an eligible employee during the recruitment period (after 9/9/22) qualify. The referring County employee's name must be on the application at the time of submittal.
- You must complete and submit electronically a Confidential Referral Form within 90 days of referred employee's start date.

HARD TO RECRUIT CLASSIFICATIONS

002387 – Quality Assurance Specialist	004533 – In-Service Education Coordinator
002820 – Sheriff's Emergency Services Dispatcher Trainee	004538 – Staff Nurse
002822 – Sheriff's Emergency Services Dispatcher	004544 – Supervising Nurse
003615 – Assistant Engineer	004546 – Sheriff's Detentions Supervising Nurse
003635 – Civil Engineer	004548 – Sheriff's Detentions Nurse
003720 – Senior Civil Engineer	004565 – Public Health Nurse
003785 – Land Surveyor	004567 – Senior Public Health Nurse
003812 – Engineering Technician III	004570 – Public Health Nurse Supervisor
003813 – Engineering Technician II	004615 – Certified Nurse Assistant
003814 – Engineering Technician I	004625 – Licensed Vocational Nurse
004158 – Deputy Medical Examiner I	004626 – Sheriff's Detentions Licensed Vocational Nurse
004159 – Deputy Medical Examiner II	005045 – Clinical Psychologist
004162 – Medical Consultant	005087 – Sr Clinical Psychologist
004196 – Psychiatrist	005102 – Licensed Mental Health Clinician
004199 – Psychiatrist Specialist	005253 – Protective Services Worker
004304 – Utilization Review Quality Improvement Supervisor	005279 – Sheriff's Detentions, Mental Health Clinician
004314 – Utilization Review Quality Improvement Specialist	005280 – Sheriff's Detentions, Chief Mental Health Clinician
004346 – Public Health Microbiologist	005746 – Deputy Sheriff
004348 – Supervising Public Health Microbiologist	005747 – Sheriff's LE Cadet
004353 – Senior Public Health Microbiologist	005757 – Deputy Sheriff – Detentions/Court Services
004517 – Certified Nurse Practitioner	005797 – Sheriff's Detention/Courts Cadet
004525 – Psychiatric Nurse	006035 – Equipment Operator

THANK YOU

