



Legislation Text

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Clerk 02/22/2011

A MOTION relating to the organization of the council; and amending Motion 13327, Section II, as amended, and OR 3-101.

WHEREAS, the council has specified by motion policies for members and staff, including hiring policies;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

I. Motion 13327, Section II, as amended, and OR 3-101 are each hereby amended to read as follows:

Hiring. The council wishes to formalize its process for outreach, recruitment and hiring as described in this section.

A. A job announcement will be prepared by the chief of staff or his or her designee and will be distributed by the county personnel department to the county's standard distribution list and will be posted on the Internet. The job announcement should include a job description, salary, minimum qualifications, the standard "EEO" notice encouraging women and minorities to apply, and application instructions. Appropriate employment resources to recruit persons from minority groups should be used in order to attract as many minority applicants as possible.

B. Positions will remain open for a reasonable period of time.

C. Applications will be screened according to written objective work-related criteria established from the job description. Oral interviews will be scheduled with an interview team selected by the chief of staff or his or her designee. The oral interview has a two-fold purpose: 1. to give the applicant a more detailed description of the job, the council and the staff; and 2. to examine in a structured fashion the experience and

qualifications of the applicant. The oral interview may be supplemented by additional tests of an applicant's abilities such as writing samples and analytical exercises.

D.1. The chief of staff or his or her designee will assess the results of the interview and testing process and will recommend the top candidates to the employment and administration committee.

2. The employment and administration committee may choose to consider other candidates than those recommended by the chief of staff or his or her designee. The employment and administration committee will recommend a candidate to the council for final selection. After the employment and administration committee has made a recommendation, the council may choose to consider other candidates than those recommended by the employment and administration committee.

E. In cases where any new vacancy in the legislative branch occurs within six months of the recruitment process described in subsections A., B., C. and D.1. of this section, the chief of staff or his or her designee may consider any applicants from a previous recruitment process to select top candidates for recommendation to the employment and administration committee to fill the vacant position.

F. The only exceptions to this procedure will be for internal promotions or reassignments of legislative branch employees and for the recruitment and hiring of the chief of staff, current county employees, interns, clerical employees, CTV operations specialists and temporary employees.

G. A preference shall be given to an applicant for any position who is presently on the staff of the legislative branch who has already demonstrated the capability to perform the duties of the position satisfactorily.

H. The authority for hiring temporary employees for sixty days or less is delegated to the chief of staff. For the purposes of this subsection, "sixty days" means sixty actual days of work or no more than four hundred twenty hours of work, whichever is less.