

EP -4: The Selection Decision

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SECTION I -POLICY

1. GENERAL POLICY

- a. The County Administrator or Deputy, in consultation with the relevant department head shall make the final decision on filling all vacancies except for Clerk to Council, who shall be selected by County Council, and those individuals employed in the offices of elected officials.
- b. No one shall be placed on the payroll until the County Administrator or Deputy has notified the Human Resource Department in writing of the job placement.
- c. When a vacancy exists in the office of an elected official, the County Administrator or Deputy must appoint the individual recommended by the elected official, provided that sufficient sums are available in the department's budget, and the selection does not violate federal, state or local law, or regulations adopted by the County Council.

SECTION II - PROCEDURES

The department head will complete a personnel action form, indicating the individual selected. This form and selectee's application for will be forwarded to the County personnel office for administrative processing.