

EP- 1: Recruitment

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SECTION I - POLICY

It is the policy of Fairfield County to seek to employ the most suitable persons available. The County attempts to fill vacancies by promotion or transfer within the organization. If this does not yield a suitable candidate, applications from other sources are considered.

1. JOB VACANCY ANNOUNCEMENTS.

Except as otherwise provided in this policy, all vacancies which occur will be publicized in a job vacancy announcement.

Upon learning that a vacancy will occur, all department heads and constitutional officers must notify the County Administrator to prepare a job announcement stating the position, title, minimum training and experience, salary range, and application procedures. The announcement shall reflect the County's commitment to equal employment opportunity.

2. CLOSING DATE OF ANNOUNCEMENT.

Job announcements generally will remain open for a minimum of one week from the date of distribution of the announcement.

3. DISTRIBUTION OF JOB VACANCY ANNOUNCEMENTS.

a. Announcements Open to the General Public

It is our policy to assure the widest publicity possible of all job announcements that are open to the general public. Some job vacancies can initially be announced for current employees only. Job announcements in this category will be distributed only in the internal locations.

4. ADVERTISING IN NEWSPAPERS.

The County Administrator and the Human Resource Director shall determine the publicity required to obtain a reasonable number of qualified applicants.