

Proposed No. 80-1231

MOTION NO. 5122

A MOTION relating to the process of outreach, recruitment and hiring to fill vacant positions on the Council's Central Staff.

WHEREAS, the Council wishes to insure that the most qualified individuals are selected when the Council recruits to fill vacant staff positions on its Central Staff, and

WHEREAS, this purpose can be furthered by informing as many prospective candidates as possible when the Council is recruiting to fill vacant staff positions, and by objective evaluation of applicants against work-related criteria, and

WHEREAS, the Council also wishes to reaffirm its commitment to insuring that all persons are given equal opportunity when vacant staff positions are being filled;

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

The Council wishes to formalize its process for outreach, recruitment and hiring as described below:

In filling a vacant non-clerical position, a job announcement will be prepared by the Council Administrator and will be distributed by the County Personnel Department to the County's standard distribution list. The job announcement should include a job description, salary, minimum qualifications, the standard "EEO" notice encouraging women and minorities to apply, and application instructions. At the minimum, the position would be advertised in the Sunday Times or P. I., minority media, and on the County's phone-in job-line. Other appropriate employment resources to recruit persons from minority groups should also be used in order to attract as many minority applicants as possible.

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1 Positions will remain open for a reasonable period of time.
2 Applications/resumes received after the closing date will not be
3 considered.

4 Applications will be screened according to written objective
5 work-related criteria established from the job description.
6 Oral interviews will be scheduled with the Council Administrator.
7 The oral interview has a two-fold purpose: (1) to give the
8 applicant a more detailed description of the job, and Council
9 and Central Staff; and (2) to examine in a structured fashion the
10 experience and qualifications of the applicant. The oral
11 interview may be supplemented by additional tests of an
12 applicant's abilities such as writing samples and analytical
13 exercises.

14 The Council Administrator will assess the results of the
15 interview/testing process and will recommend the top candidates
16 to the Council for final selection.

17 In cases where a new vacancy occurs within six months of
18 the recruitment process described above, the Administrator may
19 use the results of the previous recruitment process to select
20 finalists for recommendation to the Council to fill the vacant
21 position.

22 The only exceptions to this procedure will be for internal
23 promotions and for the recruitment of interns.

24 Provided that: A preference shall be given to an applicant
25 for any position who is presently on the staff of the legislative
26 branch who has already demonstrated the capability to perform the
27 duties of the position satisfactorily.

28 PASSED this 29th day of December, 1980

29 KING COUNTY COUNCIL
30 KING COUNTY WASHINGTON

31 Bill Reames
32 Chairman

33 ATTEST:

Donna M. Owen
Deputy Clerk of the Council