SECTION 3 RECRUITMENT AND SELECTION

3.1 HIRING PROCEDURES Certain procedures are required in the solicitation and employment of persons with the County. The Human Resources Division shall administer and coordinate the hiring process according to these procedures. These procedures may be waived if necessary, but only by the County Manager. The positions of Undersheriff, the Deputy Clerk, the Chief Deputy Bureau of Elections, the Deputy Treasurer, and the Deputy Assessor are exempt from these hiring procedures. Temporary and casual positions are exempt from the advertising process.

3.2 REQUEST TO ADVERTISE A Department Director/Elected Official shall notify the Human Resources Division of its need to hire an employee by completing and forwarding a Human Resources *Request to Advertise Form* to the Human Resources Division. The *Request to Advertise Form* must be submitted at least two working days prior to the expected posting date. Exceptions to the advertising a job are if a qualified applicant for the position is already on an List Of Qualified Applicants Form for the same position, as described herein or if the County Manager determines that it is in the best interest of the County not to advertise. Each job announcement shall state the job title, department, salary range, position classification, Fair Labor Standards Act status, closing date, qualifications required to be considered for the position, and brief description of the contemplated duties.

3.2.1 The Human Resources Division shall open the position for applications by forwarding copies of the job announcement to each County department and posting the job announcement on County bulletin boards for a minimum of three (3) working days. The job announcement may also be posted on the Web, or other areas to attract qualified applicants. A job announcement may be published in a local newspaper or other publications at the request of the Department Director/Elected Official, budget permitting. A position may be advertised internally and externally simultaneously, or just internally.

3.3 INITIAL SCREENING Following the closing date, the Human Resources Division will screen the applications submitted. The Human Resources Division will determine whether each applicant possesses the minimum qualifications for the position, whether the applicant has a satisfactory employment history and whether any false or deceptive statements are present on the employment application. All applications must be received by the closing date and must include copies of all necessary transcripts, licenses, and certifications. Resumes shall not be accepted in lieu of the official application. An applicant who does not meet the minimum qualifications of the position shall receive a letter of notification.

3.4 LIST OF QUALIFIED APPLICANTS FORMS List of Qualified Applicants Forms are developed and maintained by the Human Resources Division for the convenience of the County in obtaining qualified applicants for positions. Each person placed on such an eligibility list must be qualified for the position. Placement on an eligibility list shall in no

way guarantee appointment to any position, nor shall it guarantee that any applicant will obtain a position or that the application will even be considered. It is the obligation of a person seeking employment to keep the County informed at all times of his or her interest in openings and make timely application for each position. List of Qualified Applicant Forms are valid ninety (90) days from the date of creation. Persons on an eligibility list may be offered a position when one becomes available without the necessity of steps herein, if the position is offered within ninety (90) days of the creation of the List of Qualified Applicants Form.

3.5 INTERVIEWS The hiring department/office shall submit proposed interview questions and interview panel members to the Human Resources Division. The Human Resources Division will disapprove any questions that are not relevant to the position or that are otherwise improper. The Human Resources Division shall not release the *List of Qualified Applicants Form* to the hiring department/office until it has authorized the interview questions. The hiring department/office shall schedule and conduct interviews. The Human Resources Division may assist with the interview process. All currently-employed County employees who are on the *List of Qualified Applicants Form* shall be granted an interview.

3.6 ADMINISTER TESTING Appropriate employment testing may be administered to applicants for employment. The Human Resources Division shall assist the hiring department/office in developing and administering such employment tests. Testing may include completion of a structured questionnaire, practical test, written test, in-basket exercise, keyboard test, computer skills test, assessment battery or other job-related assessment of ability. Test scores shall become a part of the employee's Human Resources file.

3.7 PREVIOUS EMPLOYEMENT AND REFERENCE CHECKS All applicants shall sign an authorization form allowing Santa Fe County to research their background, contact previous employers and references. Following completion of above steps, if the hiring department/office desires to hire an applicant, it shall contact former employers and references prior to making an offer of employment, then make a recommendation to the Human Resources Division. The Human Resources Division must authorize any offer of employment.

3.8 OFFERS OF EMPLOYMENT Any offer of employment shall be made by the hiring department/office. Any offer of employment shall be made contingent upon successful completion of all required pre-employment medical examinations and drug and alcohol screenings, satisfactory background checks and compliance with immigration law requirements. Any offer of employment that does not comply with the requirements of this section is invalid. If an applicant declines an offer of employment at any stage in the hiring process, he or she will receive no further consideration for the applied-for position.

3.9 PRE-EMPLOYMENT MEDICAL EXAMINATION AND DRUG AND ALCOHOL SCREENING Each person who is offered employment must successfully undergo a

pre-employment medical examination and drug and alcohol screening as a condition prior to obtaining employment. Additionally, any employee who is transferred or promoted to a new position and who did not undergo a pre-employment medical examination and a drug and alcohol screening as a condition prior to obtaining employment with the County must successfully undergo a medical examination and drug and alcohol screening as a condition prior to the transfer. The medical examination and drug and alcohol screening shall be performed by a health professional of the County's choice, at the County's expense. If the medical examination and/or drug and alcohol screening shows the employee is not in fact qualified for the position sought or discloses a disability which cannot be reasonably accommodated in the position sought, the offer of employment will be withdrawn.

3.9.1 Applicants must appear for drug and alcohol testing on the date and at the time directed by the County and may be denied employment if they fail to do so. If the person administering the test believes that the applicant's sample is tainted for any reason, the applicant shall remain at the testing site and submit another sample. If the second sample is also tainted, the job offer shall be rescinded. Applicants who receive a positive drug or alcohol test result shall be denied employment and shall not be considered for employment for a County position for twelve (12) months. An applicant receiving a positive drug test may be given the opportunity to demonstrate a positive test was indicative of legal use of a drug. For purposes of this section, the word "drug" refers to substances whose use is illegal under the laws of the State of New Mexico, or whose use is legal, but which is misused or used illegally.

3.10 BACKGROUND CHECKS Santa Fe County will conduct a criminal check for all employees once a conditional offer of employment has been extended by the County. Although an applicant may be disqualified, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Santa Fe County. Depending on a variety of factors such as the nature of the position, the nature of the conviction, the date of conviction, the applicant may still be eligible for employment with Santa Fe County.

3.11 IMMIGRATION LAW COMPLIANCE Each person offered employment shall complete an *Employment Eligibility Verification Form I-9* and present appropriate documentation establishing identity and employment eligibility as a condition precedent to obtaining employment. Former County employees shall not be required to re-establish eligibility if they have completed a Form I-9 and established identity and eligibility within the past three (3) years.

3.12 INELIGIBLITY FOR HIRE AND REHIRE An applicant may be considered ineligible for hire or rehire by the County if the applicant has:

A. knowingly made any false statement or fraudulent omission on the employment application;
B. not met the requirements of the position;
C. been convicted of a felony or misdemeanor;

D. failed pre-employment examinations or screenings or other requirements as directed by the County
E. not met the criteria for bonding as required by Santa Fe County
F. or State law;
G. not been certified by a physician that he or she can perform the physical requirements or essential requirements of the position;
H. been dismissed from County employment as a result of disciplinary action.

The above list is not exhaustive, and may not include all of the reasons that would make an applicant ineligible for hire or rehire.

3.13 NOTE ON EMPLOYMENT APPLICATIONS Santa Fe County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Santa Fe County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.14 NEPOTISM No person shall be considered for employment in a position in which they would be subject to supervision by a person related by consanguinity (blood) or affinity (marriage) within the third degree, by domestic partnership, or by a step relation. The employment of immediate relatives in the same department or office is strongly discouraged, so as to avoid interpersonal conflicts and favoritism.