



Legislation Text

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A MOTION relating to the organization of the council, clarifying procedures for hiring; and amending Motion 11327, Section II, as amended, and OR 3-101.

WHEREAS, the council has specified by motion the organization of the council, including processes for outreach, recruitment and hiring in the legislative branch, and

WHEREAS, the council wishes to clarify its processes for hiring staff employees of the legislative branch;

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

I. Motion 11327, 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 ((below)) in this section.

A. 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. 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 council administrator. The oral interview has a two-fold purpose: 1. to give the applicant a more detailed description of the job, and 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. The council administrator will assess the results of the interview/testing process and will recommend the top candidates to the employment and administration committee. The employment and administration committee may choose to consider other candidates than those recommended by the council administrator. 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 a new vacancy occurs within six months of the recruitment process described above, the administrator may use the results of the previous recruitment process to select finalists for recommendation to the council 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 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 positions lasting sixty days or less is delegated to the chief of staff.