



Recruiting Applicants Policy 1.10

Board Approval Date: 8-13-2013

Supersedes Policy Dated: 10-26-2010

Policy

Winona County desires to recruit and select the best qualified persons available for positions in the county's work force. Current employees are encouraged to advance their career through promotion or transfer. Selection decisions will be made in an affirmative manner in order to ensure open competition among qualified applicants. This policy applies to all positions of Winona County except elected positions.

Recruitment Advertising

Recruitment of applicants for all positions is coordinated by the Winona County Personnel Department. The Personnel Department is responsible for placing all recruitment advertising as necessary to attract sufficient numbers of qualified applicants. Positions are advertised externally based upon need and budget requirements. All position announcements shall be posted for a minimum of ten (10) calendar days on the County bulletin boards and/or if applicable, on the Merit System Rosters.

Applications

To apply for a posted position, an applicant shall submit a completed application to the Personnel Department or the Merit System, as appropriate. All County applications and letters of interest for Winona County positions shall be obtained and processed through the Personnel Department. Applications will only be accepted for positions that are currently open. Applicants must submit a new application for each position for which they are applying.

Selection

Applications will be screened by the establishment of 100 point criteria pertaining to the qualifications and requirements of each position. The Personnel Director in conjunction with the affected department head, or their designee, will identify the criteria to be used to evaluate applicants for positions. The criteria will be job-related and intended to result in the selection of the best qualified candidate without regard to protected class status. Current employees who meet all the qualifications shall be interviewed for open positions. This in no way guarantees that a current employee will receive a job offer. It also does not provide an interview to employees who do not possess the appropriate qualifications.

Veteran's Preference

Minn. Stat. 197 and 43A.11 will be applied to an application where verification of an honorable discharge is received. Application of points will be at the level of determining eligibility for interviews.



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Pre-Employment Testing

Winona County does pre-employment drug testing. All external job applicants for positions at Winona County are required to undergo testing for drugs if a job offer is made.

Winona County may require, in applicable situations, and in conformance with state and federal law, other testing for applicants, including, but not limited to:

1. Physical agility testing;
2. Psychological exams;
3. Qualify with a firearm;
3. Criminal history background checks; and
4. Pre-employment physical.

This list is not exclusive.

Appointment

The County Board shall serve as the appointing authority for all non-elected Department Head hiring via approval of the County Administrator's candidate recommendation. The County Administrator shall serve as the appointing authority for all other non-elected positions