

Rogers County
Human Resources Policy

Procedure: Job Posting	Issue Date: 2/27/12	Revision Date: N/A	Approval: Commissioner's Meeting 2/27/12
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I. Purpose

To assure that all people have an equal opportunity to apply for County jobs.

II. Policy

It is the policy of Rogers County to assure complete communications, necessary records, and the employment of competent personnel as replacements or new employees, to provide proper controls on manpower complements and to ensure compliance with applicable laws. All applicants will be recruited, interviewed, and hired in accordance with all applicable laws to provide equal employment opportunities regardless of race, religion, national origin, color, creed, age, gender, or disability.

III. Procedure

- A. All job openings shall be posted publicly. All applications submitted will be maintained on file in the Human Resource office for at least (1) one year. Postings will be controlled by Human Resources.
- B. Posting will generally include the title, the salary range, the minimum hiring specifications and the closing date for filing applications.
- C. Positions will be posted for (7) seven calendar days. No applications will be accepted after 4:30 pm on the (7) seventh day for the posted position.
- D. Internal applicants will need to submit a transfer form to be considered for the position.
- E. All applications will be kept in the Human Resource office. Employees that accept applications must give the application to Human Resources within (3) three days of receiving.
- F. Qualified applicants will be sent to the appropriate official by Human Resources.
- G. Each elected official is responsible for interviewing and selecting a qualified applicant.
- H. All job offers will be made by Human Resources.
- I. Each elected official is responsible for the selection of all employees within their own office or department and for following equal opportunity practices in the selection process.