

County of Gloucester
Human Resources Manual

CHAPTER:	2 - RECRUITMENT AND PLACEMENT	ADOPTED: 3/7/06
SECTION:	2 - RECRUITMENT	REVISED: 2/5/20

All recruiting activities will be conducted in accordance with Equal Employment Opportunity policies (HR 1.6) and, for position vacancies under the jurisdiction of the merit system, in accordance with the NJ Civil Service Commission rules and regulations.

Each applicant will be recruited in accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Equal Pay Act of 1963, the Americans with Disabilities Act of 1990, and the 1991 Civil Rights Act.

The direct recruitment process will be utilized for vacancies in positions which include, but are not limited to, exempt positions, emergency appointments, seasonal or temporary appointments or Merit System positions for which there are no lists of eligible candidates.

A person shall forfeit any office or position of honor, trust or profit under the State of New Jersey or any of its administrative or political subdivisions if:

- (1) He/she is convicted under the laws of New Jersey of an offense involving dishonesty or of a crime of the third degree or above or under the laws of another state or of the United States of an offense or a crime which, if committed in New Jersey, would be such an offense or crime;
- (2) He/she is convicted of an offense involving or touching such office, position or employment; or
- (3) The Constitution so provides.

(2C:51-2)

Department Head/designee:

Make the request to hire to the Human Resources Director

May offer consultation on the interviewing of candidates

Human Resources Director/designee:

Recruits candidates for employment

Secures the financial approval to fill the position

Determines if the position is a Career Service position (formerly classified position) under the Merit System through the following steps:

- (1) Inquires about a current list of eligible candidates from the NJ Civil Service Commission.
- (2) If there is a current list, formally requests a certification.
- (3) In the absence of a suitable list, requests that the NJ Civil Service Commission generate a list of eligible candidates and then proceeds with the direct recruitment process.

Pursues the direct recruitment process:

Non-competitive:

- (1) Posts a notice of vacancy in all county buildings for a minimum of 5 days. The notice should state the opportunity is open to all who meet the educational and/or experience requirements.
- (2) May place advertisements in area newspapers, which may include the Gloucester County Times, Courier Post and Philadelphia Inquirer. Additionally, advertisements may be placed in publications which are prevalent in the minority communities, as well as provided on tape to assist the visually impaired in obtaining employment.

Provisional:

Employees may be hired through the non-competitive process. **HOWEVER, provisional employees will be compelled to sit for examination in the career service within one year of hiring. See HR 2.5 for more information.**

Receives all applications including on-line submissions, letters of interest, and if appropriate, any NJ Civil Service Commission certifications (4A:4-4.1-10) and maintains a log with each applicant's name, address and telephone number. All applications are kept on file for one year.

Calls for extension from NJ Civil Service Commission if appointment not made before the expiration of the list

May consult with the respective Department Head on the duties and requirements of the position

Sets up interview(s)

For qualified candidates, verifies previous employment, checks references, checks driver's license and driving record if appropriate, and conducts any necessary background

investigations, including residency requirements, criminal record, pre-employment physicals and/or drug testing. Human Resources works in conjunction with the Office of the Sheriff for the background inquiry which includes a review of New Jersey criminal record information.

Interested Candidates:

For Direct Recruitment, all interested candidates, including employees, must file an application or indicate their interest in the vacancy to the Human Resources Director's office by the posted or advertised deadline. After the deadline, the Human Resources Director will initiate the new hire process.

Must pass pre-employment physicals and/or drug testing.

Must authorize and participate in a background inquiry including New Jersey criminal record information as per NJAC 13:59-1 et seq. This process requires the completion of a notarized Authorization and Release Form and Applicant Questionnaire.