

CHAPTER 3 – RECRUITMENT, EXAMINATION AND APPOINTMENT

SECTION A AGE REQUIREMENTS

The minimum employment age at Kitsap County is 18 years of age for regular employment. Minors between 16 and 18 years may be considered for employment, primarily internships or extra help, subject to job requirements and state regulations. See Extra Help Policy for more information. (See [Appendix M](#))

SECTION B RECRUITMENT

1. The Human Resources Department shall develop and conduct a recruitment program designed to meet current and projected employment needs. It is the policy of Kitsap County to select qualified applicants to fill job openings based solely on job qualifications. Discrimination in selection because of race, color, religion, gender, national origin, age, disability, veteran's status, marital status or sexual orientation, HIV status, genetic information, or sensory, mental or physical disability is prohibited.
2. Types of Job Postings
 - a. Outside Posting: An Employing Official may authorize Human Resources to post a notice of job vacancy to the general public. Applications are accepted from qualified persons who wish to apply. The notice is usually posted at least ten (10) working days before filling a job vacancy. The posting period may be reduced to five (5) working days at the discretion of the Employing Official.
 - b. Departmental Only Posting: An Employing Official may authorize Human Resources to post a vacancy to employees of their department. Applications are restricted to employees who have been hired through an open competitive process in the County within the employing department. The notice is to be posted a minimum of five (5) working days prior to filling a job vacancy.
 - c. County Wide Posting: An Employing Official may authorize Human Resources to post a vacancy internally to employees of Kitsap County. Applications are restricted to employees who have been hired through an open competitive process in the County. The notice is to be posted for a minimum of five (5) working days prior to filling a job vacancy.
 - d. Transfer Posting: An Employing Official may authorize Human Resources to fill a vacancy from the transfer list. The transfer posting is only available to employees in regular, budgeted positions. The transfer posting can only be used for positions on an equal or lower pay rate than the candidate's current pay rate. Transfer posting may not be used for promotional positions. An employee transferring to a different position shall possess the minimum qualifications for that position. The right to return, if provided, must be in writing by the affected Employing Official at the time of transfer.

- e. **Continuous Posting:** An Employing Official may authorize Human Resources to post a notice of job vacancy to the general public for an unspecified period of time. Applications are accepted on a continuous basis without a designated closing date. Periodically, applications are screened and proceed to the next step in the recruitment process. Those who successfully pass the exams shall be placed on the employment list. Positions may be filled at any time during the recruitment from the employment list. This posting may be closed at any time by the Human Resources Department or the Employing Official.
 - f. **Use of Other Recruitments:** In lieu of one of the postings noted above, the Employing Official may elect to fill a position using a recruitment for the same job classification conducted in the prior six months.
3. Recruitment Procedures will be established by the Director of Human Resources.
4. Applications
- a. **Filing of Applications:** Openings are posted on the Kitsap County website, and only electronic applications are accepted. Applicants may request assistance from the Human Resources Department. Applications for employment will be filed on such forms as may be prescribed by the Human Resources Department.
5. **Rejection of Applicants:** The Director or designee may reject any applicant from further consideration for specific reasons, which may include but are not limited to:
- a. The applicant does not meet the minimum qualification/eligibility requirements established for the position.
 - b. The applicant, through examination, does not successfully meet the minimum established passing score to be considered further for the position.
 - c. The applicant has made a false statement of material fact in the application process.
 - d. The applicant has used or attempted to use illegal means to secure an advantage in the application process.
 - e. The applicant has improperly obtained and used information regarding the examination to which he/she was not entitled.
 - f. The applicant has failed to reply to a letter of inquiry sent to his or her last address, e-mail address, and/or phone messages left at numbers designated on the application form.
 - g. Within the past ten (10) years the applicant has been convicted of a crime, and the conviction is directly related to the requirements of the job.
 - h. The applicant does not meet the minimum age requirement specified in the current class specification.
 - i. The applicant has declined an interview, arrived late or failed to appear for a scheduled test or interview or expressed lack of interest in the position.

- j. The applicant failed to provide a completed application packet as required by the designated closing date.
- k. Improper conduct on the part of the applicant during the examination or interview process.
- l. Kitsap County employees who apply for promotional opportunities may be excluded from eligibility if they have a current performance improvement plan, are on extended probation, or have received discipline at Written Reprimand or above within the past 6 months.

SECTION C EXAMINATIONS

Once the recruitment period is closed, all completed applications are screened using a selection process specifically designed for that recruitment. Each step in the selection process is designed to test the knowledge, skills, and experience required to successfully perform the essential functions for the specific position. Examinations may include written, oral, physical or performance exercises, evaluations of training and experience, reference checks, review of the application and supplemental questionnaire, or other valid examination processes. Such factors as experience, education, aptitude, knowledge, skill, ability, character or any other job-related qualifications may be taken into consideration. The Human Resources Department specifies the nature and content of examinations based upon the advice and information of Employing Officials and subject matter experts.

1. **Veterans Preference:** Veterans qualifying under the provisions of RCW 41.04 shall have added to their passing score an appropriate preference in accordance with State law. In order to claim Veteran's Preference, applicants must complete a Veteran's Preference Declaration form to submit with their application packet and a copy of their DD214 or other official documentation to verify military service. According to established criteria, either five or ten percent will be added one time to the applicant's score in the selection process.
2. **Pre-Employment Examination:** Applicants selected for employment for certain positions may be required to successfully pass a pre-employment physical examination, which may include, but is not limited to physical, psychological, hearing, polygraph, drug testing, voice stress analysis exams, or other exams as deemed appropriate.
3. Current regular employees are not required to use annual leave to participate in Kitsap County recruitment testing or interviewing. Employees will provide supervisors with reasonable notice of time needed for County recruitment testing or interviewing. If employees wish to maintain confidentiality, they may request annual leave to participate in the recruitment process.
4. If an applicant is a PERS retiree, from Kitsap County or from any other employer covered by one of the Washington State retirement systems, there may be impacts to the applicant's retirement benefits. Before considering returning to work with Kitsap County, applicants should contact the Department of Retirement Systems to discuss any possible impacts to their retirement income. The amount of hours offered to the applicant seeking the job will not be altered due to any potential impact to their PERS retirement. If offered employment, the applicant must inform Kitsap County that they are a retiree for proper reporting of hours. They must also acknowledge that Kitsap County will not adjust the amount of working hours of the job they are seeking.

SECTION D EMPLOYMENT LISTS

1. Each appointment to fill a budgeted position in the County service is made from an employment list. An employment list contains the names of candidates who are qualified for appointment to the classification. The Director or designee shall refer candidates from one or more of the following lists.
2. Types of Employment Lists
 - a. Department Recall List: Names of employees who have been laid off in the affected department shall be placed on a current department recall list. When vacancies occur in the employee's same classification within the employing department, the department shall first attempt to rehire those employees who are eligible and qualify for the vacant position.
 - b. Re-Employment List: Names of employees who have been laid off by the County and want to be considered for other County positions. Qualified employees shall receive consideration by other departments for positions that are within the classification from which laid off, classifications within the same pay grade, or classifications within pay grades with lower maximum salary ranges.
 - c. Employment List: Names of top candidates who have successfully completed the examination process.
- c. Transfer List: Names of employees in regular County positions who have submitted their applications for consideration for transfer postings.

SECTION E TYPES OF APPOINTMENTS

1. Regular Appointment (Full-Time and Part-Time): Regular appointment is any appointment to a budgeted position vacancy in the Kitsap County service. Appointments are made from an employment list in accordance with this Manual. Such appointments include initial appointments to the County service, promotions, transfers and recalls. A regular appointment is tentative pending successful completion of a probationary period.
2. Appointment Following Reorganization or Transfer of Function: Whenever there is a transfer or reorganization of functions within the County, and provided that the employee's position, duties and responsibilities are not changed substantially, the employee continues in the status previously held prior to such transfer or reorganization. Where there is a transfer of function within the County, any incumbent employee is appointed without examination provided the duties, responsibilities, and qualifications of the affected position are not changed substantially.
3. Extra-Help (Temporary/On-call) Employees: Extra help employees are not regular County employees and are considered "At-Will". (See [Appendix M](#)).

SECTION F REIMBURSEMENT OF TRAVEL EXPENSE FOR APPLICANTS FOR COUNTY EMPLOYMENT

In order to fill positions requiring special experience, training and education for positions such as, but not limited to, County Administrator, Department Directors, and Senior Management Positions, it is recognized that it may be necessary for applicants for such positions to travel to Kitsap County to participate in an examination/selection process. Reimbursement for reasonable and necessary expenses incurred by selected applicants for traveling to and from Kitsap County for the purpose of participating in an examination/selection process is a proper county expense.

Applicants may be reimbursed provided:

1. The County Administrator or Chair of the Board for County Commissioners has approved reimbursement for travel expenses for selected applicant(s) in advance.
2. Application for reimbursement is made within policy guidelines established for County officers and employees. (See [Appendix K](#))

County offices and departments may arrange and pay for travel and lodging directly when such action achieves financial and/or scheduling efficiencies. A portion, or the entire amount, of the reimbursement requested may be denied if subsequent to the interview, the county makes an employment offer and that offer is declined by the applicant.

SECTION G REIMBURSEMENT FOR MOVING EXPENSES

1. Reimbursement will be limited to the actual, reasonable, and necessary moving expenses, which may include the cost of travel directly to the place of new residence following appointment. Allowable expenses include moving of household goods and personal effects (including in-transit expenses) and traveling (including lodging but not meals) to Kitsap County.
2. The reimbursement to a particular employee may not exceed a total of seven thousand, five hundred dollars. Employees will be paid upon submittal of actual receipts and will be reimbursed for actual expenses.
3. The reimbursement will not create a need for a supplemental appropriation to the department or office in which the individual is employed.
4. Before the appointment, the appointing authority and the appointee will agree to the reimbursement in writing.
5. The written agreement provides that if the appointee leaves county employment, either voluntarily or involuntarily, less than two years after the appointment, the appointee shall repay to the county within thirty days after leaving county employment, the entire amount of the reimbursement.
6. Reimbursement is limited to persons appointed to “at-will” or appointed positions, as set forth in the Personnel Manual, [Appendix C](#) and those positions determined by the Director of Human Resources in advance of the recruitment as difficult to fill within the local market. In all cases, reimbursement is limited to those candidates whose relocation meets the IRS distance test.