



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title: RECRUITMENT**

Number: ES-3.01.01  
Approved: October 15, 2008  
Originator: Office of Employee Services and Quality Improvement  
Review: October 15, 2013  
Cancels: Section 8, Recruitment, Policies and Practices Employee Manual dated September 7, 1999

**I. PURPOSE AND SCOPE**

To select and employ the highest caliber workforce available through effective and equitable employment opportunities in order to provide excellent service to the citizens of Lake County. The recruitment and selection processes shall be conducted in accordance with all applicable regulations and policies, including the County's Equal Employment Opportunity policy, LCC-81. The Office of Employee Services and Quality Improvement is responsible for coordinating the overall recruiting process. Hiring departments are responsible for conducting the selection process and hiring candidates in conjunction with the Office of Employee Services and Quality Improvement (Employee Services).

**II. DEFINITIONS**

none

**III. PROCEDURES**

A. Advertising a Position Vacancy

- Hiring departments desiring to advertise a vacant position must first obtain the approval of the respective department director and then

complete a Request to Post form, available on the Intranet. The completed Request to Post form should then be forwarded to Employee Services.

- The job posting language will be derived directly from the job description for the position. Any significant update to the job posting language should first be incorporated into the job description.

B. Methods of Advertising

- Employee Services is responsible for placing all position vacancy advertisements.
- Vacant positions are advertised in various media depending on the nature of the position and whether the position is posted internally or externally, including, but not limited to, the County's Intranet page, the County's Internet page, national or regional job boards (e.g. [www.Careerbuilder.com](http://www.Careerbuilder.com), etc.), local newspapers, industry websites and/or publications, professional organization websites and/or publications, with educational institutions, at job fairs, etc.
- Advertisements placed in media other than the standard across-the-board sources (e.g. [www.Careerbuilder.com](http://www.Careerbuilder.com), etc.) will be the financial responsibility of the hiring department. Employee Services will allocate any such charges back to the hiring department.

C. Internal Applicants

- Current employees of the Board of County Commissioners are encouraged to apply for posted positions for which they meet the minimum qualifications.
- Internal applicants who meet the minimum qualifications for the position for which they have applied will generally be invited for an interview by the hiring department.

D. Veterans Preference

The County provides employment preference to eligible veterans in accordance with Florida's Veterans Preference laws, as outlined in County Procedure 3.03.02, Veterans' Preference.

E. Minimum qualifications

- Minimum qualifications for each position are established and maintained on job descriptions and stated in condensed form on each job posting. Hiring departments are responsible for ensuring that all interviewed and selected candidates meet the minimum qualifications for the position. Questions should be referred to Employee Services.
- The County may consider an equivalent combination of education and experience for selected position postings on a year-for-year basis, provided that the education/experience is in a relevant or related field.

Example 1: The posted position requires a Bachelor's degree in a related field. An applicant who does not have any college education, but does have four years of directly related work experience may be considered to be qualified for the position. Likewise would an applicant who has an Associate's degree in a related field and two years of relevant work experience.

Example 2: The posted position requires two years of related experience. An applicant who has an Associate's degree in a related field but no work experience may be considered to be qualified for the position.

- Part-time job experience will be pro-rated in determining length of prior experience.

Example 3: An applicant who worked in a position for twenty hours per week for two years is considered to have one year of experience.

#### F. Selection

The hiring department is responsible for the administration of the selection process, including reviewing employment applications and/or resumes, conducting interviews, administering position-specific skills/abilities testing, etc.

#### G. Conditional Offer of Employment

Once a selection has been made, the hiring department is responsible for issuing a Conditional Offer of Employment letter to the selected candidate using the template supplied on the Intranet. Rates of pay for selected candidates are

established in accordance with County Procedure ES-3.02.01, Pay and Classification Plan.

H. Background Checks

Employee Services is responsible for conducting comprehensive background checks on selected candidates as appropriate for the position, including, but not limited the following: criminal history inquiry, driving history inquiry, employment history verification, education verification, verification of professional licenses/certifications, verification of references, and/or credit checks. When applicable, background checks are conducted in accordance with the provisions of the Fair Credit Reporting Act.

I. Pre-employment Testing

Once a conditional offer of employment has been made and accepted, Employee Services will arrange pre-employment testing for candidates selected for specified positions. Pre-employment testing may include, but is not limited to, pre-employment physical, drug screening and/or alcohol screening.

J. Restrictions on Applications

- Applicants who are found to have supplied false information on their employment application (falsified the application), may be terminated from County employment and will be deemed ineligible for applying for positions with the Lake County Board of County Commissioners for a minimum period of one year. After the one-year period, employment with Lake County BCC will be considered on a limited, case-by-case basis with the determination made by the Director of Employee Services and Quality Improvement.
- Former employees who were terminated for disciplinary reasons or who resigned in lieu of termination are not eligible for re-hire with the Lake County Board of County Commissioners.

K. Ethics provisions

The recruiting and selection process shall be conducted in accordance with the County's Code of Ethics and all applicable provisions of Chapter 112, Part III, Florida Statutes, Code of Ethics.

L. Americans with Disabilities Act Provision

Applicants and employees who meet all regular employment standards, and are otherwise qualified, shall be given reasonable accommodations and access for known disabilities, providing that the accommodation will not create an undue hardship on the employer and/or prevent the proper performance of the essential duties and responsibilities of the job in accordance with County Policy LC-81, Equal Employment Opportunity. Hiring departments shall coordinate the handling of any such requests with Employee Services.

**IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Cindy Hall

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County Manager  
Lake County