

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.03 FILLING VACANT POSITIONS

- A. All staff positions will be created or abolished only through actions approved by the Board. The Superintendent is charged with making recommendations for types of positions and numbers of positions needed to accomplish the Board's stated Mission. The superintendent is also responsible for determining that a vacant position needs to be filled and initiating the hiring process.
- B. The Superintendent may then plan to fill the position by one of the following methods:
1. Involuntary demotion or administrative transfer as a result of progressive discipline
 2. Recall of laid off personnel, if applicable;
 3. Post the position internally on bulletin boards or use other means of communicating the information directly with existing staff for five working days; or
 4. Post the position for a minimum of five working days internally and externally using an advantageous mix of communication methods.
- C. Contents of Vacancy Notices
- Notices will include at least the following information:
1. Title of the job and rate of pay;
 2. Brief description of duties summarized from the job description;
 3. Any qualifications required by the job description;
 4. Hours/days of work;
 5. Date the job was posted;
 6. Date the posting will be closed;
 7. Where and to whom job applications/resumes are to be submitted; and
 8. EEO disclaimer
- D. All submitted applications will be reviewed for eligibility and qualifications by the appropriate administrator, who will then interview suitable candidates. Top interviewed candidates will be recommended for second interviews to the superintendent.
- E. Fully qualified, current employees may be given first consideration for transfer or promotion to a vacant position. Qualifications, not length of service, will be used to determine internal transfers and promotions.

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- F. No person shall be eligible for employment or promotion who lacks the qualifications prescribed in the specifications for the position involved, unless evidence is presented either that a person fully meeting the qualifications is not available, or that the applicant possesses other special qualifications which make it desirable that he/she be considered for employment or promotion.
- G. All applicants will be notified of their selection or non-selection.
- H. If no applicant possesses the necessary knowledge, skills, abilities and qualifications, the option of not selecting any of the applicants is available. The Superintendent, or designee, will then notify applicants that no selection was made.
- I. All employees are eligible to apply for any posted position. To be considered, applicants must:
1. Possess of the stated required qualifications;
 2. Have successfully completed his/her most recent probationary period;
 3. Be able to perform the essential functions of the position, with or without reasonable accommodation; and
 4. Submit a letter of interest to the Superintendent or designee.
- J. Even if an applicant meets other stated employment eligibility requirements, the Superintendent may reject the application of any person or may, after the interview, decline to consider any candidate who:
1. Lacks any of the minimum requirements established for the position for which he/she is applying;
 2. Makes a false statement of any material fact (O.A.C. 123:1-11-05);
 3. Refuses to sign a release for background checks
 4. Practiced or attempted to practice any deception or fraud in his/her application or interview, in establishing his/her eligibility, or securing an appointment;
 5. Used, threatened or attempted to use political influence in securing employment or re-employment;
 6. Failed to submit his/her application within the prescribed time frame;

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- 7. Is found to be guilty of conduct that would be a violation of the agency's work rules procedures;
- 8. Has been dismissed from public service or other employment for absenteeism, delinquency, or other good cause without reporting same on his/her application;
- K. Applicants not hired for the reasons listed above will be notified of ineligibility for consideration.
- L. All postings are open until the position is filled by the Superintendent.