

3.0 HIRING PRACTICES

3.1 METHODS OF RECRUITMENT AND SELECTION

The county has five methods of recruiting and selecting persons to fill vacancies:

- Promotion or transfer from within the same department;
- Transfer from another county department or office;
- Public announcement (including media announcement and/or posting of notice for county employees) and competitive consideration of applications for employment;
- Referral from a job training program; or
- Selection from a valid current eligibility list of applicants. (A valid current eligibility list is a record of applications for the same or a similar position for which recruitment was conducted within the preceding 60 days.)

The Elected Official determines the method of selection to be used in filling each vacancy. However, the Commissioners Court must approve funding and recruitment for a position before recruitment begins. Department Heads should notify Human Resources when an opening is available and provide a description of the position to be advertised