

**SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON**



CO00020797

**ORDINANCE NO. 97-042
AMENDING SNOHOMISH COUNTY CODE CHAPTER 3A.07, RECRUITMENT
AND EXAMINATION AND 3A.08, APPOINTMENT**

Section 1. Snohomish County Code Chapter 3A.07, last amended by Ordinance No. 84-129 on November 21, 1984, is repealed and re-enacted to read:

Chapter 3A.07 RECRUITMENT AND EXAMINATION

Sections:

- 3A.07.010 Recruitment.
- 3A.07.020 Applications.
- 3A.07.030 Examinations - General.
- 3A.07.040 Examination administration.
- 3A.07.050 Examination and rating review.

3A.07.010 Recruitment.

Recruitment of candidates for vacant positions in the classified service of Snohomish county shall be the responsibility of the director with the assistance of elected officials and department heads. The director will develop and conduct an active recruitment program designed to meet current and projected employment needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to sources likely to yield qualified candidates. Position vacancies may be filled by considering candidates from within Snohomish County employment ("county only") when the director deems it appropriate and in the best interests of the county. The director will also ensure that vacancies are advertised or posted with other appropriate labor market sources in accordance with the county's affirmative action plan.

3A.07.020 Applications.

Applications for employment shall be filed on such forms as may be prescribed by the director. The director may require proof of residence, education, experience, and other claims as he/she deems appropriate.

3A.07.030 Examinations - General.

Suitability for appointment to the classified service shall be determined by examination relating to those matters which will test the capacity and fitness of the candidates to discharge the duties of the position. Examinations may include written, oral, physical or performance exercises, evaluations of training and experience, or any combination of these. They may take into consideration such factors as experience, education, aptitude, knowledge, skill, ability, character or any other job-related qualifications. The director shall specify the nature and content of examinations based upon the advice and information of elected officials, department heads and subject matter experts.

3A.07.040 Examination administration.

(1) Conduct of Examinations. Examinations shall be held at such times and places and in such manner, as, in the judgment of the director, most nearly meet the practicability of administration and needs of the service.

(2) Veterans Preference. War veterans shall have added to their final passing score a percentage preference in accordance with state law. In order to receive this percentage preference, eligible applicants must request such preference and provide proof of discharge in the manner prescribed by the director.

3A.07.050 Examination and rating review.

An applicant may, by written request within 10 days after his/her final rating, have his/her examination and rating reviewed by the director. If an error has been made, it will be corrected and the applicant's name will be placed in proper ranking order. A correction so made shall not invalidate any appointment previously made. Requests for review of an applicant's examination shall be granted only to the applicant, his/her authorized representative, and an affected employing official. To maintain security, no examination material will be provided to a candidate or his/her authorized representative for review.

Section 2. Snohomish County Code Chapter 3A.08 last amended by Ordinance No. 84-129 on November 21, 1984, is repealed and re-enacted to read:

CHAPTER 3A.08 APPOINTMENT

Sections:

- 3A.08.010 Eligible registers.
- 3A.08.020 Certification.
- 3A.08.030 Types of appointments.
- 3A.08.040 Appointment following transfer of function.

3A.08.010 Eligible registers.

(1) Each appointment to fill a regular position in the classified service shall be made from an eligible register established for the class of positions by the director. An eligible register shall contain the names of candidates who are qualified for appointment to the class. An eligible register may be abolished or reestablished whenever it is determined by the director to be in the best interests of the county.

(2) Types of Registers.

(a) Layoff. A layoff register shall be formed for each job classification from which employees have been laid off.

(b) Transfer. A transfer register shall be formed to include every regular employee who formally requests a transfer from his/her position to another position in the same classification. An employee may request a voluntary demotion to a classification having a lower maximum salary in the same manner. Employees seeking a transfer must meet the minimum qualifications for the classification sought. The involuntary transfer of an employee, from one position of a classification to another position within the same classification and organization, may be effected by an employing official at any time with notification to the director.

(c) Reemployment. The names of employees who have been separated from the county in good standing or who have been reclassified to a classification with a lower pay range may, at the employee's request, be placed on a reemployment register for the period of

one year. The names of employees who were laid off due to medical restrictions shall be placed on the reemployment list in accordance with 3A.06.060.

(d) **County Only/Open.** A register shall be formed at the conclusion of each county only or open examination and shall contain the names of those candidates who have achieved the minimum rating which is determined to be necessary by the director. Candidates with the same score or rank are considered to be equally qualified and are generally to be afforded the same treatment in certification and selection processes.

3A.08.020 Certification.

Upon receipt of a request for certification from an employing official to fill a vacant position in the classified service, the director may certify to the employing official the names of qualified candidates from the various eligible lists established for the class of positions. The employing official may specify, in writing, requirements of particular experience, education, skills or qualifications. If, after review, the director finds that such specifications are essential for successful performance, a selective certification may be made of only those candidates who possess such requirements without regard for rank. A certification may be limited to department employees in order to provide promotional opportunities.

3A.08.030 Types of appointments.

(1) **Regular Appointment.** Regular appointment is any appointment to a regular budgeted position vacancy in the classified service.

(2) **Temporary Appointment.** Temporary appointment is any appointment to perform work which is temporary in nature. Temporary appointment of any individual shall not exceed 1040 hours during a 12-month period. Qualified county employees on layoff status shall be given first consideration for temporary appointments. The temporary employment of an intern who is enrolled as a student in a bona fide course of study at a college or university shall be permitted. Conditions of employment including salary, hours of work and length of employment shall be determined by agreement between the county and the college or university. The director shall be notified in writing by the department head of all such agreements.

(3) **In-training Appointment.** Whenever the director determines it is in the best interests of the county, the director may approve the in-training appointment of an applicant who does not meet the minimum qualifications for a classification. In such cases, the employing official shall provide justification for the appointment and shall establish a training program that will satisfy the deficiency in qualifications within one year from the date of appointment. During the training period, the employee shall be compensated at a lower rate than that of the class for which training is being given. At the end of the training period, if the employee has successfully completed the necessary training, the employee shall be placed on a probationary period in accordance with these rules and shall be placed at the first step of the salary range for the appropriate class. Time spent in training status shall not be credited toward satisfaction of the probationary period. Removal of the employee during training or probationary period shall be at the discretion of the employing official.

(4) **Acting Appointment.** Acting appointment is a form of temporary appointment in which a regular classified county employee is given an assignment in a position in a different classification having the same or higher pay range, to replace another employee.

(5) **Exempt Appointment.** Exempt appointment is the appointment of an employee to an exempt position not subject to this title and shall be governed by the rules and procedures of chapter 3.68 SCC.

3A.08.040 Appointment following transfer of function.

Where there is a transfer of function into the classified service from another personnel system or governmental entity, any incumbent employee shall be appointed without examination provided the duties and responsibilities of the affected position are not changed substantially. The director shall provide employees so affected with a written determination of their status and benefits at the time of transfer.

DATED This 28th day of May

1997.
Kimber Sievers
Council, Chair
Vice

ATTEST:

Barbara Sitoristi
Clerk of the Council, *Asst.*

APPROVED AS TO FORM:

Linda Stonia
Deputy Prosecuting Attorney

DATE: 6/2/97
 Approved
 Veto
 Emergency
Robert J. Drewel
County Executive

ATTEST:

ROBERT J. DREWEL
County Executive

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