

RECRUITMENT AND SELECTION

Purpose:

This SOG applies to the recruitment and selection of all positions within the district, with the exception of the position of Chief and Assistant Chief.

Policy:

When a position vacancy occurs, the Chief shall coordinate a recruitment, examination, assessment, and selection program to identify the most capable individual(s) for the position, without regard to race, sex, color, age, national origin, religious affiliation, or disability.

Position and Examination Announcements:

- A. The Chief and/or Assistant Chief shall review the position opening, the job description, position requirements, and any other pertinent information related to the position vacancy. The Chief shall give final approval to the minimum requirements established for the position, on the premise that circumstances may at times drive some variation in the specific requirements for that particular position vacancy.
- B. Upon notification of a position vacancy, first consideration shall be given to any possibilities of internal promotion or internal transfer (reclassification) requests. For positions above entry level, if an eligibility list does not already exist, a promotional examination process shall be administered to create such a list.
- C. Based upon the hiring need, and the approval of the Board of Trustees, the Chief shall prepare an official position and examination notice and activate appropriate recruiting processes.
- D. Public notice of all position announcements and entry-level examinations for initial employment with the district shall be posted on the bulletin board outside the Radio Room. Such announcements shall be posted for a minimum of 14 days. Additionally, at the discretion of the Board of Trustees, a classified advertisement may be placed in at least one newspaper of general circulation.

Application Process:

- A. All applicants shall be required to complete and submit an application form to be considered for employment. All incoming applications shall be screened to identify candidate qualifications.
- B. All applicants shall be notified of their approval or rejection for participation in the examination process. Those applicants approved for

the examination shall receive notification of the date, time, place, and conditions of testing.

- C. The district shall have the authority to reject an application for the following causes:
 - 1. Lack of minimum qualifications or requirements as set forth in the position announcement.
 - 2. Falsification of information or material omission of information in the application process.
 - 3. Failure to successfully pass a physical exam, including drug screening, or a background review, including motor vehicle records and criminal conviction history.
 - 4. Prior employment with the district that resulted in a status of ineligibility for rehire.

Examination Process:

- A. Officers of the district shall be responsible for the development and administration of the examination processes. Any pre-employment examinations shall be job-related to assess the candidate's ability and suitability to meet the job requirements.
- B. The Chief may authorize the use of either a contract agency for examination administration or the cooperative participation of district officer's to develop an examination.
- C. In the event of a position above entry level, a competitive internal examination shall be administered, unless the Chief determines there are not sufficient numbers of qualified internal candidates to meet the needs of the district. In such instance, the position shall be subject to an external competitive process.
- D. Internal examinations shall only be open to those members who have successfully completed their initial probationary period or individuals seeking reinstatement following a separation within the prior 12 month period.
- E. Examinations for any positions being held on an external competitive basis may include any of the following components: application screen, written examination, physical abilities test, oral interview, or assessment center.
- F. Internal examination processes may include any of the following components: review of job performance and attendance, review of minimum qualifications, written examination, practical skills evaluation, assessment center, or oral interview.

Examination Scoring:

- A. The minimum passing score for all examinations shall be determined by the Chief. Failure of any portion of the examination process may be grounds for failure of the entire examination process.

- B. In the event of a combination examination process, the Chief shall approve the relative value or weight of each portion of the examination. Any portion of the examination may be designated as “qualifying only”, indicating that such portion shall be on a pass/fail basis to determine the candidate’s eligibility to continue in the examination process.

Establishment of Eligibility Lists:

- A. For all operational (suppression) positions, an eligibility list shall be established and maintained to determine the hiring of qualified individuals. The establishment of a hiring eligibility list for non-operational positions shall be at the discretion of the Chief.
- B. Those applicants who successfully pass the examination process may be placed on an eligibility list, with placement based upon final ranking of scores in the examination process. If two or more candidates have the same final grade, they shall be ranked in order of their scores in that portion of the examination that was more heavily weighted. In the case of internal candidates, if a tied score remains, the candidate with the greater seniority in the current position shall be ranked ahead of the other. In the case of external candidates, if a tied score remains, the candidates shall be ranked in alphabetical order.
- C. An eligibility list for a given classification shall remain in effect for a period of 12 months from the date of certification of the list. At the Chief’s discretion, an eligibility list may be extended for a period of up to 12 months from the date of expiration.
- D. In the event an eligibility list has only one name more than the number of position vacancies, the Chief may elect to order a new examination process in order to certify a new list.
- E. In the event the examination process does not yield an eligibility list or a successful candidate, the Chief may authorize a repeat of the process or, in the case of an internal examination, open the process to external applicants.

Additional Selection Processes:

- A. Background investigations and reference checks shall be conducted on all potential applicants prior to any offers of employment being extended. This shall be done to verify past employment history and to secure personal and professional references. This step shall only be taken if the applicant has submitted a signed application form and a release form allowing the district to conduct a background investigation.
- B. Although prior criminal convictions shall not automatically disqualify an applicant for employment, a background investigation shall be thoroughly reviewed and the Chief shall make an appropriate determination on an individual case basis.

- C. The Chief may use his/her discretion in identifying the best candidate from any of the top three candidates on the Hiring Eligibility List. In the event a candidate is passed over, the Chief shall provide notice to the candidate outlining the reasons for the selection.
- D. New hire job offers shall be extended contingent upon successful completion of a medical/physical examination and a drug screening. If the examination determines the individual does not successfully pass these examinations, the offer shall be withdrawn.
- E. On or before the new employee's first day of employment, all necessary new hire paperwork shall be completed.
- F. All employees shall be required to take a loyalty oath prescribed by the district affirming that one will support and defend the constitution of the United States and the Commonwealth of Kentucky.
- G. New employees shall be oriented to their position, their department, and the district as a whole. The orientation shall be the joint responsibility of the Chief and/or Assistant Chief, the training officer, and/or the supervisor.