



POLICY AND PROCEDURE	
SUBJECT/TITLE:	New Hire Recruiting
APPLICABILITY:	All Staff
POSITION & DIVISION:	Fiscal Manager, Administration
DATE ADOPTED:	03/13/2017
LATEST EFFECTIVE DATE:	09/09/2021
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	09/27/2021
REFERENCE NUMBER:	800-017-P

A. PURPOSE

The intent of this document is to detail the process of recruiting employees for open positions.

B. POLICY

Canton City Public Health will carry out its recruiting and hiring processes in accordance with applicable federal, state and local laws and will provide equal employment opportunities to all applicants without regard to any protected status

All position openings that occur through resignation, retirement and/or newly approved positions will be posted for a minimum of fourteen days on designated agency bulletin boards and websites. During the job posting period, employees who wish to apply for an open position may do so. The application shall be submitted based on the City of Canton’s Civil Service Commission (hereafter referred to as Civil Service) guidelines as instructed within the job posting.

In the event a vacancy for a same job classification/position becomes available within a one-year period, Canton City Public Health (CCPH) may select from the previous civil service list of applicants (if applicable) and is not required to re-post.

C. BACKGROUND

This policy supports Public Health Accreditation Board (PHAB) standards and measures version 1.5 section 8.2.2 A for recruitment of individuals.

D. GLOSSARY OF TERMS

Certified Eligibility Certificate: The certificate sent over to Civil Service that lists the individual chosen to fill the position. The position, pay information and effective start date are also on this certificate.

Certified Eligibility List: A list of the applicants for full-time positions as certified by Civil Service.

Closed Posting: The job position is only available to current CCPH employees (also known as a closed examination).

LexisNexis: An electronic database for legal and public records information.

Open Posting: The job position is available to CCHD employees as well as the public (also known as an open examination).

E. PROCEDURES

1. RECRUITING TO FILL A FULL-TIME POSITION

- a) Before the Personnel Request form (800-017-02-F_Personnel Request) is completed in order to recruit for and fill a job position, the Division Leader must review the position description for the position they would like to fill.
 - i) If the position description has not been approved within the last five (5) years it must be updated. The Division Leader is responsible to update the position description and obtain Board of Health approval prior to submitting the CCPH Personnel Request form.
 - ii) If a new position description or an updated position description have been approved by the Board, the Civil Service Commission will need to approve the position description before the position can be posted. The Civil Service Commission generally meets once every month, but may be able to hold a special meeting if the posting is urgent (based on the Civil Service Commission's availability). The Commission's meeting dates will be posted on the Civil Service webpage.
- b) The Division Leader shall complete Section #1 of the Personnel Request Form (800-017-02-F_Personnel Request) and e-mail the form to the Fiscal Manager.
- c) The Fiscal Manager completes section #2 of the Personnel Request Form and prints the form to give to the Health Commissioner. The Fiscal Manager attaches the most current position description.
- d) The Health Commissioner will approve or deny the form based on division need, budget availability and necessity. The completed form will be given to the Fiscal Manager.
 - i) If denied, the Health Commissioner will detail the reason for the denial on the Personnel Request Form. A copy of the form will be provided to the Division Leader requesting the Personnel Request. The original form will be filed by the Fiscal Manager, to be maintained pursuant to the Department's Record Retention Schedule.
 - ii) If approved, the Fiscal Manager will complete the Job Posting Request Form (800-017-03-F_Job Posting Request) and the Health Commissioner will sign off and date the form.
- e) The Fiscal Manager will e-mail the completed Job Posting Request form along with the most current approved position description to Civil Service, the requesting Division Leader and other City departments as requested.
 - i) Once Civil Service receives this form, a job posting will be created based on the position description that was provided to them. Civil Service will post the position within two (2) to five (5) business days. A draft job posting will be provided to the person listed on the Job Posting Request form for review to ensure it is accurate prior to finalizing. Once finalized, Civil Service will post the job on governmentjobs.com. All potential candidates must apply for any CCPH job on governmentjobs.com.
 - (A) Advertising: Once the job posting is published, it will be posted on the CCPH website by an Administrative staff member until the submission deadline. The same Administrative staff member will send a notification e-mail to all CCPH staff regarding the new position opening. The Fiscal Manager will authorize the CCPH Public Information Officer to post on the CCPH's Facebook page. Other desired routes of advertising may take place (i.e., college websites, community centers, free job posting websites, newspaper, etc.) at the discretion of the requesting Division Leader. Efforts shall be made to advertise the

position to the population in which the Health Department serves in order to recruit from qualified individuals reflective of the population demographics (i.e. advertising at community centers, etc).

Depending on the skillset required, Civil Service will post the position in a variety of places that may include Facebook, Instagram, Indeed, Handshake (if it's a college student-level position) and any career fairs that the City is attending at that time. Civil Service also has 'contact cards' that they hand out at events, which provide a QR code to the City's job site. There may be other sites Civil Service posts jobs depending on the specific job.

If costs for advertisements have been previously approved, it is the Administration's responsibility to have a means for payment (i.e. an open purchase order). It will be the general practice of CCPH to advertise in ways that have little to no cost. It will be the persons' who posted responsibility to ensure all avenues of advertising are removed once the job posting has expired. Civil Service is responsible for publishing and removing the job posting on governmentjobs.com.

- ii) All jobs must be posted for a minimum of 14 days per Civil Service, but can be posted up to 28 days.
- iii) Civil Service is responsible for tracking the minimum posting requirements.
- iv) Civil Service sets deadline dates for applications and the application instructions.
- f) Once the job posting is expired, Civil Service reviews and scores all applicants and then provides CCPH the result of the review on the Certified Eligibility Listing. Civil Service will move applicants to a list that the Division Leader can see in NEOgov.com with those corresponding to the Certified Eligibility Listing.
 - i) Civil Service uses several options to score/rate applications, which include but are not limited to: an oral examination, a written examination or other criteria.
 - ii) If CCPH does not agree with the scoring method Civil Service selected for the job posting, it is CCPH's responsibility to provide an alternative option, prior to the job posting. Alternatives that CCPH has selected and developed previously are: developed application scoring criteria based on education and work experience and developed written examination material to be administered by Civil Service.
 - iii) If Civil Service agrees with the alternative scoring method, CCPH is responsible to complete the scoring of the examination or application as selected. Civil Service will then use the scores and apply the applicable bonus points to determine the final rating of each applicant.
- g) CCPH will then begin the interview process from the Certified Eligibility Listing and corresponding applications on governmentjobs.com.
 - i) The requesting Division Leader reviews all applications. During review of the applications, the Division Leader shall verify if the applicants meet the minimum qualifications and credentials of the job position per the information provided. The following are guidelines to accomplish this. The minimum qualifications and credentials that are not verifiable with provided information, but instead by searches, oral interviews, tests, etc., shall be assumed as being met until such time the applicant is selected per item E.3. below.

- a. Education/degree requirements: These can be verified by review of a transcript (unofficial acceptable) or diploma that specifies the date and type of degree awarded that matches the requirements.
 - b. Licensure/Certification requirements: These can be verified by review of a copy of a Certificate/License that specifies the date awarded or by searching online licensing/certification board listings.
 - c. Work Experience requirements: These can be verified by contacting previous employers to confirm work history (work verifications) and/or by contacting work references.
 - d. Computer Skills requirements: These can be verified by conducting a test of the applicants' skills or by oral interview.
 - e. Driver's License with good driving record requirement: The good driving record can be verified by performing an online search at www.starkcjis.org or by conducting a LexisNexis search per item E.3.a.ii.b. below. Can also perform an online verification that the Driver's License is current if received a copy of the Driver's License with the application.
 - f. Physical/Mental requirements: These can be verified by oral interview.
 - g. Criminal record and background search: These can be verified by performing background check per item E.3.a.i.-iii. below.
- ii) The requesting Division Leader reviews and selects the applicants they wish to interview.
- a. Only applicants that appear to meet the minimum qualifications should be considered for interviewing.
 - b. The Division Leader must select at least three applicants to interview if there are more than three total applicants. If the total number of applicants is three or less, the division must select 100% of the qualified applicants for interviews.
 - c. The Division Leader is responsible to schedule the interviews. Division Leaders are encouraged, but not required, to select the top-rated candidates on the eligibility list.
- iii) The Division Leaders are responsible to determine if a written assessment is appropriate to be conducted to evaluate the skills and competencies of the eligible applicants.
- a. If an assessment is preferred, the Division Leaders are responsible to create and document the assessment.
 - b. The results of the assessments shall be considered when selecting appropriate candidates.
- iv) Oral interviews should be conducted by at least two interviewers, if possible. All candidates should be interviewed by the same interviewers. Consideration of which CCPH staff should be interviewers include, but are not limited to:
- a. Immediate supervisor for the job opening.
 - b. Division Leader, if not the same as the immediate supervisor.
 - c. Peer performing the same job as the job opening.
 - d. Another staff person to provide an outside perspective.

- v) Interviews must be conducted in a manner that is consistent with all interviewees as to prevent bias. For example, using the same list of questions for each interviewee.
- vi) CCPH interviewers shall ask the applicant if they want details of the available job position and be prepared to discuss them. CCPH Summary of Benefits (800-017-01-A_CCPH Summary of Benefits) may be provided to each applicant.
- vii) Interview questions, notes, assessments, etc. (i.e. interview documents) that are recorded must be saved with the applications.
- h) If the applicant was hired by CCPH, all applications and interview documents must be filed in their Employment File by the Fiscal Manager. If an applicant is not hired, all applications and interview documents will be maintained by the Fiscal Manager pursuant to the CCPH's Record Retention Schedule.

2. RECRUITING TO FILL A PART-TIME POSITION

- a) Before the Personnel Request form (800-017-02-F_Personnel Request) to recruit to fill a job position is completed, the Division Leader must review the position description for the position wanting to fill.
 - i) If the position description has not been approved within the last five (5) years, the position description must be updated. The Division Leader is responsible to update the position description and obtain Board of Health approval prior to submitting the CCPH Personnel Request form.
- b) The Division Leader must fill out Section #1 of the Personnel Request Form (800-017-02-F_Personnel Request) and e-mail the form to the Fiscal Manager.
- c) The Fiscal Manager completes section #2 of the Personnel Request Form and prints the form to give to the Health Commissioner. The Fiscal Manager attaches the most current position description.
- d) The Health Commissioner will approve or deny the form based on division need, budget availability and necessity. The completed form will be given to the Fiscal Manager.
 - i) If denied, the Health Commissioner will detail the reason for the denial on the Personnel Request Form. A copy of the form will be given to the Division Leader requesting the Personnel Request. The original form will be filed by the Fiscal Manager, to be maintained pursuant to the department Record Retention Schedule.
 - ii) If approved, the Fiscal Manager will complete the Job Posting Request Form (800-017-03-F_Job Posting Request) and the Health Commissioner will sign off and date the form.
- e) The Fiscal Manager will e-mail the completed Job Posting Request Form along with the most current approved position description to HR, the requesting Division Leader and other city departments as requested.
 - i) Once HR receives this form, a job posting will be created based on the position description that was provided to them. HR will have the job posted within two (2) to five (5) business days. A draft job posting will be provided to the person listed on the Job Posting Request form for review to ensure it is accurate prior to finalizing. Once finalized, HR will post the job posting on governmentjobs.com. All potential candidates must apply for all CCPH jobs on governmentjobs.com.

- (A) Advertising: Once the job posting is published, it will be posted on the CCPH website by an Administrative Staff member until the submission deadline. The Fiscal Manager will authorize the CCPH Public Information Officer to post on the CCPH's Facebook page. Other desired routes of advertising may take place (i.e., college websites, community centers, free job posting websites, newspaper, etc.) at the discretion of the requesting Division Leader. Efforts shall be made to advertise the position to the population in which the department serves in order to recruit from qualified individuals reflective of the population demographics (i.e. advertising at community centers, etc). If costs for advertisements have been previously approved, it is the Administrations' responsibility to have a means for payment (i.e. an open purchase order). It will be the general practice of CCPH to advertise in ways that have little to no cost. It will be the Division Leaders' or persons' who posted responsibility to ensure all avenues of advertising are removed once the job posting has expired. HR is responsible for publishing and removing the job posting on governmentjobs.com.
- ii) All job postings are posted on governmentjobs.com for a minimum of fourteen (14) days, but can be posted up to 28 days.
 - iii) HR sets deadline dates for applications and application instructions.
- f) Once the job posting is expired, the requesting Division Leader will contact HR and ask them to move all applicants to a list in governmentjobs.com that the Division Leader can see.
- g) The requesting Division Leader reviews all applications in accordance with E.1.g.i. and selects the applicants they wish to interview.
- i) The Division Leader must select at least three applicants to interview if more than three applicants applied. If less than three applicants applied, the division must select 100% of the applicants for interviews. (Exception: The division does not have to interview applicants that do not meet minimum qualifications required for the posted position).
 - ii) The Division Leader is responsible to schedule the interviews
- h) CCPH will then begin the interview process from the applications received as described in E.1.g.iii. – vii of this policy.
- i) CCPH interviewers shall ask the applicant if they want details of the available job position and be prepared to discuss them. CCPH Summary of Benefits (800-017-01-A_CCPH Summary of Benefits) may be provided to each applicant.
- j) If the applicant was hired by CCPH, all applications and interview documents must be filed in their Employment File by the Fiscal Manager. If the applicant was not hired, all applications and interview documents will be maintained by the Fiscal Manager pursuant to the CCPH's Record Retention Schedule.
- k) The Fiscal Manager will notify Civil Service of the status of each candidate on the list. If a candidate is not selected, Civil Service will notify the candidate that they were not selected.
- 3. APPLICANT SELECTION AND BOARD OF HEALTH**
- a) Once the interview process is complete, the Division Leader should select their top applicants (at least two). Of the top applicants, the Division Leader shall verify the qualifications of each applicant meet the minimum qualifications and credentials of the job position following the guidelines in E.1.g.i. If an applicant doesn't meet a qualification of the job position, but is still

being considered for hire, the Division Leader needs to justify this decision. This will be documented on 800-017-05-F_Employment Offer form.

- i) The requesting Division Leader must meet with the Health Commissioner to go over the selected applicant(s) for hire before an Employment Offer is completed.
 - ii) The Division Leader is responsible to conduct background checks on the selected applicants prior to making the final selection. Background checks used by CCPH include, but are not limited to:
 - a. Searches on civil and criminal court websites for counties and cities the applicant has lived or worked;
 - b. Use of LexisNexis;
 1. If using the LexisNexis search, must fill out the request form (800-017-04_F LexisNexis Search Request) and provide to the Director of Nursing. The Director of Nursing will conduct the LexisNexis search.
 - c. A general internet search of name, a review of any Facebook postings and profile and a review of any LinkedIn profile.
 - d. A medical exam including a drug screen may be required.
 - iii) The background check shall assist in the determination of any discrepancies as to criminal background compared to the application information. It shall also assist in the determination of the job position qualification of a good driving record, if applicable.
 - iv) If the background check uncovers information that disqualifies the applicant, that applicant shall not be eligible for final selection.
- b) After verification of qualifications, the Division Leader should select at least two top applicants (one applicant they will offer the position to and one applicant for an alternate) to extend an employment proposal to. The Division Leader will contact the applicants to discuss items such as wages and benefits needed for the completion of the 800-017-05-F_Employment Offer form, keeping in mind the negotiation requirements listed in E.3.c. below.
- c) Negotiation of starting wages and benefits.
- i) CCPH is not able to change the starting vacation days, sick days or insurance benefits, so they are non-negotiable.
 - ii) Vacation credit may be approved by the Board of Health per Health Code 207.18(h).
 - iii) Sick Leave balance transfers may be approved by the Board of Health per Health Code 207.17(b).
 - iv) Since vacation time is non-negotiable, applicants that have pre-scheduled/prepaid vacation/trips may be offered unpaid personal leave as approved by the Board of Health per Health Code 207.11(c) or other leave options as approved.
 - v) Any deviation in wages or salaries from the most current adopted wage and salary schedule, as approved by the Board of Health, must be approved by the Board of Health before an offer can be made to the employee.
 - a. In general, starting wages are set at the minimum of the pay range and are not negotiable. But special consideration may be made by the Board of Health.
- d) The Division Leader will work with the Fiscal Manager to create an employment offer for the recommended applicant and the alternate applicant, if applicable (see 800-017-05-F_Employment Offer). The requesting Division Leader will complete as much as the

Employment Offer as possible and then e-mail the form to the Fiscal Manager. The Fiscal Manager will complete any parts not completed by the Division Leader.

- i) Once the Employment Offer is completed, the Fiscal Manager will print the Employment Offer and attach the most current approved position description. The Health Commissioner, the Fiscal Manager and the Division Leader will sign and date the offer.
 - ii) The Fiscal Manager will place the hiring of the applicant on the next Board of Health meeting agenda.
 - iii) Once the Board of Health approves either the recommended applicant or the alternate applicant, the employment offer will be made to the applicant.
 - iv) The Division Leader will contact the hired applicant and make an employment offer. After the hired applicant accepts the offer, the Division Leader shall establish the start date and work schedule of the hired applicant. It is recommended the Division Leader send a confirmation email to the hired applicant with any first day instructions. The Division Leader will provide the Fiscal Manager any revisions to the employment offer.
 - v) On the applicant's start date, the applicant must sign the Employment Offer as provided by the Fiscal Manager. The fully signed employment offer will be placed in the employee's file.
- e) Determination of salary or hourly rate
- i) For new hires, the salary or hourly rate shall be set at the minimum of the pay range for the position unless specified differently by the Board of Health.
 - ii) For existing employee promotions or employees transferring to a higher pay range position, the salary or hourly rate shall be set at the minimum of the pay range for the position or at a 3% minimum increase over the current position, whichever is higher.
 - iii) For existing employees transferring to an equal to lesser pay range position, the salary or hourly rate shall be set at the same step in the new pay range.
 - iv) For current part-time employees being hired into a full-time position the following procedure will be used to determine the full-time rate of pay:
 - a. If the employee doing essentially the same job in new full-time position as in current part-time position:
 - i. Take the current rate of pay in the part-time position. If it is right on a step of the most current approved wage and salary schedule, then move from the part-time pay scale to the full-time pay scale at the same step. That is the new salary. No probationary period is required.
 - ii. If the part-time rate of pay is not on an established step in the most current approved wage and salary schedule, then the following will apply:
 1. Take the current hourly rate of pay times 1,950 hours. That is the new annual salary. (1,950 hours is equal to 7.5 hours of work per day for the year. $7.5 \times 5 \times 52 = 1,950$).
 - b. If the employee will be doing a different full-time job than a part-time job and the position is a promotion, then the following principles apply:
 - i. Take the current hourly pay times 1,950 hours to get the current salary basis.
 - ii. Look at the new rate of pay on the new full-time position. Assure that there is a minimum of a 3% increase over the current rate of pay. The new rate of pay is the Step 1 in the new pay scale or 3% increase over the current rate of pay, whichever is greater.

- iii. A 90-day probationary period applies for a promotional increase.
- c. If the employee will be doing a different job of a lower classification, see E.3.c.v.a of this policy.
- d. To calculate vacation credit. Take the total hours the employee has worked part-time at the department and divide by the annual basis for part-time of 1,950 hours. This is the full-time equivalent service. This is then applied to the current vacation policy. The employee vacation is to be applied upon start date in full-time status. Note the prorating policy for the first year in full-time status. That is one day vacation credit for each full month left in the year. You do not have to wait one year to be eligible for vacation credit.
- f) Exceptional Appointments
 - i) Under certain circumstances, the Health Commissioner can request that the Civil Service Commissioner fill the position by making an exceptional appointment under Ohio Revised Code 124.30.
 - g) For full-time positions, the Fiscal Manager will submit the Certified Eligibility List back to Civil Service with the recommended new hire, to serve as the Certified Eligibility Certificate.

F. CITATIONS AND REFERENCES

Health Code 207.11(c), 207.17(b) and 207.18(h)

CCPH Record Retention Policy

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Manager
2. James Adams, Health Commissioner
3. Terri Dzienis, APC Administrator

H. APPENDICIES AND ATTACHMENTS

800-017-01-A_CCPH Summary of Employee Benefits

I. REFERENCE FORMS

800-017-02-F_Personnel Request

800-017-03-F_Posting Request Form

800-017-04-F_LexisNexis Search Request

800-017-05-F_Employment Offer

J. REVISION AND REVIEW HISTORY

Revision Date	Review Date	Author	Notes
07/18/2018		Terri Dzienis	Added content to C.; updated E.1.e.i.A. to specify advertising minimums and in community centers; Inserted new item E.1.h.i. for qualification verification which renumbered the later bullets in E.1.h.; Inserted new item E.1.h.ii.a. which renumbered the later bullets in E.1.h.ii; Added



			clarification to E.2.e.ii., E.2.f., E.2.g. E.3.e.v.a., E.3.d.iv., E.3.d.v., and E.3.g.; revised E.2.e.iv.; added bullet E.2.f.ii.; Added content for qualification verification to E.3.a.; and Inserted new item E.3.b. for clarification which renumbered the later bullets in E.3.
08/25/2021		Christi Allen	Overhaul of entire policy.

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.