

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER THREE: PERSONNEL

**POLICY 3.7: Personnel Selection: Hiring, Promotions, Transfers,
Demotions, and Details**

PAGE 1 OF 10

I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) will ensure that the Human Resources Department (HRD) administers an equitable and consistent process for recruitment, selection, and promotion of diverse, qualified, skilled, and competent candidates based on a foundation of objective and measurable criteria, utilizing the knowledge, skills, and abilities (KSA's) of position requirements **(2-7027) (2-7028)**.

In order to ensure that the most qualified individuals are selected, the OCJB strictly adheres to all applicable federal, state, and local laws regarding recruitment and hiring of candidates for vacant positions. The selection process provides equal opportunity for all candidates regardless of race, ethnicity, color, creed, age, sex, gender, gender identity, national origin, political affiliations or opinions, religious affiliations or opinions, sexual orientation, genetic information, veteran status, familial/marital status, pregnancy, any disability so long as the disability does not hinder the employee to do the work for which employed, or any other legally protected class or status **(2-7027) (2-7032) (3-JDF-1C-05) (3-JDF-1C-05-2)**.

The OCJB does not prevent the hiring of ex-offenders. However, the OCJB does not employ or retain any person for whom there is documented evidence that the employee would endanger the health, safety, or well-being of children **(2-7035)**.

The staffing requirements for all categories of personnel are determined to ensure juveniles have access to employees, programs, and services **(3-JDF-1C-04)**. Consultants, volunteers, and contract personnel who work with juveniles are required to comply with all OCJB and Oklahoma County written policies and procedures **(3-JDF-1G-08)**.

Oklahoma County Juvenile Bureau does not operate on a Merit or Civil Service System **(3-JDF-1C-06) (3-JDF-1C-10) (3-JDF-1C-11)**.

II. DEFINITIONS:

- A. **Relative:** The term "relative" is defined as spouse, child, parent, sibling, aunt, uncle, niece, nephew, or first cousin (including any in-law, foster-, step-, half-, and/or grand- relationships), any relative residing in the same household, or any person with whom the employee has a domestic relationship.

III. PROCEDURE:

- A. Written policy, procedure, and practice provide for selection, retention, lateral entry, promotion, and demotion within the agency and from other sources **(3-JDF-1C-07) (2-7027) (2-7028) (2-7029)**.
1. When a vacancy occurs, the department head submits a job announcement request, approved by the Director, to the HRD.
 2. All vacant positions shall be posted for a minimum of six (6) business days unless otherwise approved by the Director.
 3. All job announcements will be posted on personnel bulletin boards that have secured, transparent enclosures and are located in areas readily accessible to employees.
 4. Recruitment activities for vacant positions may also include advertising in the local print media, Oklahoma County website, Oklahoma Employment Security Commission website, educational institution job boards, local job fairs, and/or other resources at the Director's discretion.
- B. Job Announcement Requirements:
1. Job announcements will include the following:
 - a. The vacant position(s) title;
 - b. The salary range;
 - c. The anticipated number of vacancies;
 - d. The specific work location for the vacant position(s);
 - e. The closing date for the posting (all applications must be received no later than 5:00 p.m. on the closing date);
 - f. Instructions for filing an application, including any required documentation; and
 - g. Any additional factors to be considered in filling the vacancy, such as:
 - i. Consideration may be limited to internal applicants;
 - ii. Special working conditions that an applicant must be willing to accept (e.g., frequent travel);
 - iii. Requirements for the specific position (e.g., driver's license or college degree); and

- iv. Demonstration of specific skills (e.g., submission of a writing sample or typing test).
- C. Allowable exceptions to the posting of vacancies are at the discretion of the Director and are as follows:
1. Positions filled by temporary, contract, volunteer or other limited term employees;
 2. Appointments to vacant positions by lateral transfer, part-time to full-time, or voluntary demotion to the job level may be made prior to the announcement of a vacant position **(2-7029)**:
 - a. Employees may submit a written request for consideration of appointment by lateral transfer, part-time to full-time, or voluntary demotion to a vacant position for which they are qualified;
 - b. Consideration will only be given to requests received prior to a job announcement for the position; and
 - c. Consideration prior to or in lieu of a job announcement and interview process is at the discretion of the Director;
 3. Another vacancy for the same position, which becomes available after an appointment is made from a posting, may be filled with an applicant originally recommended by the interview committee. This appointment must be made within sixty (60) calendar days following the closing of the initial posting for the position; or
 4. The number of qualified applicants is equal to or less than the number of vacancies.
- D. Cancellations/Corrections/Re-Announcements:
1. A job announcement may be cancelled or corrected at any time by posting a notice of the cancellation or correction.
 2. A position may be re-announced if the department head does not make an appointment from a posted job announcement.
- E. Promotional Preferences **(2-7027)**:
1. Preference will be given to qualified OCJB applicants over outside applicants by giving additional points based on the employee's performance review rating.
- F. Applicant Qualification Requirements and Procedures **(2-7027)**:
1. The HRD will certify that the applicant meets the minimum qualification for the position for all new hire, promotion, demotion, or lateral transfer candidates.
 2. The "Selection Matrix Form," Attachment B (3.7 B), shall be used to document the certification.
 3. Each job description shall be maintained as authorized by Policy 3.28 "Job Descriptions" and may contain information regarding the substitution or exchange of education or experience for position qualifications **(3-JDF-1C-09) (2-7034)**.

4. Professional specialists shall meet all established qualifications in their given field **(2-7033) (3-JDF-1C-08)**.
 5. Applicants not meeting the minimum qualifications as of the closing date of the job announcement will be screened from the selection process.
 6. Internal applicants not meeting the minimum qualifications will be provided written notification.
- G. Application Requirements:
1. All external candidates interested in employment must complete an application form obtained from the HRD, the OCJB, or Oklahoma County website. Internal candidates shall provide written notice to the HRD of their interest in another position.
 2. Applications for all positions requiring specific certifications (college degree, commercial driver's license, etc.) shall be submitted with documentation certifying that those specific requirements have been met. When applicable, official transcripts for college degrees are required **(2-7033)**.
 3. Applications from all external candidates require signed "Authorization for Release of Information" forms, Attachment D (3.7 D), so that a criminal records check can be conducted.
 4. Incomplete applications will not be accepted.
- H. Additional Requirements for Internal Candidates for Promotion **(2-7027)**:
1. All employees applying for promotion must meet the minimum qualifications for the position;
 2. All employees applying for promotion must have demonstrated proficiency in the current job as evidenced by "meets standards" or above on each task/performance expectation on their most recent performance evaluation; and
 3. Employees applying for promotion must not have any formal disciplinary action taken in the six (6) months prior to promotion consideration. This includes employee formal reprimands, suspensions without pay, and involuntary demotions.
- I. Probation Status for New Hires and Promotions/Training Requirements **(2-7038) (2-7027)**:
1. All employees applying for vacant positions within the agency must have successfully completed their initial six (6) month probation period and all training requirements for the current job prior to being considered for another position, unless waived by the Director. Successful completion of the initial six (6) month probation period is defined as having "meets standards" or above on all task/performance expectations.
 2. No new employee will be retained for employment if they fail to receive "meet standards" or above on their initial six (6) month

probationary period performance evaluation for all task/performance expectations. Failure to pass probation and failing to meet standards in all rating factors on the Performance Evaluation Report (PER) will result in termination.

3. New Detention Officers will begin employment as Detention Officer Cadets. After successful completion of the initial six (6) month probationary training, as evidenced by supervisor approval and a rating of "meets standards" or above on all task/performance expectation factors on the PER, Cadets will qualify for automatic promotion to the position of Detention Officer I. Further promotions shall be competitive.
 4. New Probation/Intake Officers will begin employment as Probation/Intake Officer I's. After successful completion of the initial six (6) month probationary training, as evidenced by supervisor approval and a rating of "meets standards" or above on all task/performance expectation factors on the PER, Probation/Intake Officer I's will qualify for automatic promotion to the position of Senior Probation/ Intake Officer I. Further promotions shall be competitive.
 5. An existing employee who has been promoted and does not pass probation in their new position, either by failing to complete all training requirements or by not receiving a "meets standards" or above on all task/performance expectations at the end of the initial six (6) month period, may be subject to an extension of the probationary period for a period not to exceed ninety (90) days, at the discretion of the Department Head/designee. A special employee performance evaluation will be established for this period. At the end of this extension, the employee will be evaluated to determine if training and performance expectations are now at a level where they may retain their position. If the employee is still unable to meet the requirements, a demotion or termination will be warranted.
- J. Prohibited Employment:
1. Supervisory Restriction:
Employment of any person in a position which results in the immediate supervision by a relative or permanent placement in a position resulting in relatives occupying positions within a unit where one relative occupies a supervisory position in the "chain of command" regarding another relative is prohibited.
 2. PREA:
 - a. The Prison Rape Elimination Act (PREA 115.17) prohibits the agency from hiring, promoting, or contracting with anyone who:

- i. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
 - ii. Has been convicted of engaging in or attempting to engage in sexual activity in the community facilities by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - iii. Has been civilly or administratively adjudicated to have engaged in the activity described above.
- K. Additional Eligibility Requirements:
Following a conditional offer of employment and prior to beginning duty, applicants will meet the following requirements:
 1. Post-Offer Pre-Employment Drug Testing
Candidates selected for hire, including temporary employees, will meet all drug-testing requirements in accordance with Oklahoma County and OCJB Policies regarding a "Drug-Free Workplace." Refusal to undergo testing or a confirmed positive test will be a basis for refusal to hire **(2-7037)**.
 2. Background Investigations:
Applicants, including temporary employees, are subject to a background investigation (see Attachment D). A criminal records check is conducted on all new applicants in accordance with state and federal statutes. If any information is found during background investigations connecting to matters of potential terrorism, it shall be forwarded to the local Joint Terrorism Task Force or other similar agency **(3-JDF-1C-13) (2-7036)**. Candidates selected for hire are required to be fingerprinted by the Oklahoma County Sheriff's Office as a part of their criminal records check.
 3. Physical Exam:
Affected applicants must meet requirements of physical exams **(2-7037)**.
- L. When the services of an employee are temporarily needed in a job other than the employee's assigned position:
 1. The employee may be detailed to special duty, at the discretion of the Director, to perform the duties of the job to which temporarily assigned.
 2. An employee may be detailed to special duty for six (6) months or less without meeting the minimum qualifications for the position to which the employee is detailed.
 3. An employee may be detailed to special duty for a period of up to twelve (12) months if they meet the minimum qualifications of the position to which the employee is being detailed.

4. The compensation for an employee working in a detailed or "acting" temporary assignment will be adjusted after the employee has served for thirty (30) days in the special duty. The adjusted pay will apply to the employee for the remainder of the detail assignment.
- M. Provisional appointments may be made at the discretion of the Director to ensure that short-term personnel, both full-time and part-time can be available during emergencies **(3-JDF-1C-12)**.
1. Selection of provisional employees is restricted to persons possessing at least minimum qualifications; and
 2. Provisional employees must be provided with appropriate training and salary according to the compensation policies and practices of Oklahoma County and the OCJB.
- N. Interview Process:
1. Positions will be filled using the interview process outlined in this procedure, unless otherwise specified by the Director.
 2. Responsibilities of employees/applicants:
 - a. To be considered for a posted position, an applicant must ensure that all application and qualification requirements have been met as outlined in this procedure **(2-7033)**;
 - b. Applicants must be available for interview at the scheduled date and time;
 - c. Employees may interview on work time for OCJB positions during regularly scheduled hours. Employees must provide sufficient advance notice to their supervisors so that their absence will not disrupt to the continuance of work; and
 - d. Any employee interview time that occurs outside assigned working hours, on a regularly scheduled day off, or while on previously scheduled leave shall be considered work time. Employees shall be responsible for advising their supervisor of this time and ensuring that it is documented.
 3. Responsibilities of the HRD:
 - a. Recording the date received on all application materials;
 - b. Ensuring that the applicant provides all supplemental documentation pertinent to the job qualifications or other posted criteria;
 - c. Screening out from the interviewing process applicants who
 - i. Did not meet the application deadline;
 - ii. Are not eligible for consideration due to not meeting minimum qualifications, not providing required documentation, or not providing verification of other posted criteria for the position;
 - iii. Have a "Do Not Rehire" designation; and/or

- iv. Have not met any of the other requirements for applying for positions with the OCJB as specified in this procedure.
 - d. Scheduling all qualified, eligible, and available applicants for interview and providing notification to those applicants;
 - e. Notifying applicants of the results of the selection interview process; and
 - f. Maintaining interview files with all required documentation in accordance with these procedures.
4. The Department Head is responsible for the following:
- a. Appointing an interview committee panel comprised of three (3) to five (5) members who have completed OCJB training in the selection and interview process, and designating one member to serve as the Interview Committee Chairperson.
 - b. Ensuring the committee composition meets the following criteria:
 - i. All members must hold positions at levels that are equal to or higher than the position for which they are conducting interviews;
 - ii. Committee composition must be diverse and reflective of the overall employee and applicant base, including both male and female members and members of different races. The committee members shall not all be of the same gender or race;
 - iii. No member of the committee may be a relative of, residing in the same household as, or in a domestic relationship with any applicant;
 - iv. The committee must use structured interview questions based on the knowledge, skills, and abilities (KSA) that are required for the position and rated with an objective method developed prior to conducting the interviews;
 - v. All members must take notes during the interview and utilize the "Candidate Evaluation Form," Attachment C (3.7 C), to document the ratings of each applicant; and
 - vi. The Interview Committee Chairperson must ensure that all "Candidate Evaluation Forms," panelist notes, candidate applications, and evaluations utilized are submitted to the HRD with the "Applicant Tracking Form," Attachment A (3.7 A), to record the final results and recommended candidates.
5. Prior to conducting interviews, structured and objective questions and rating scales shall be developed. The HRD may assist the Department Head in the development and review of this requirement. The HRD shall assist in the scheduling and

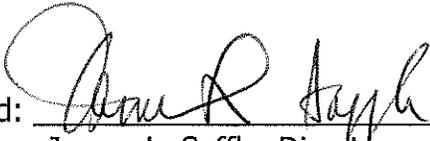
notification process. All external candidates shall meet with a representative of the Internal Affairs Department at the conclusion of their interview.

- a. Interview questions shall be job related and designed to elicit behavioral examples of an applicant's knowledge, skills, and abilities (KSA's) pertinent to the position being solicited;
- b. The rating scale will determine the interviewers' expectation for low -, medium-, and high-rated responses;
- c. The same questions shall be asked of all applicants;
- d. No additional criteria for selection will be imposed during the interview unless the requirements were established on the job announcement;
- e. Each committee member shall rate each response to an interview question one (1) through five (5) when compared to the pre-established rating scale of: low (1-2), medium (3), and high (4-5) responses;
- f. Each committee member totals scores for each candidate's responses. The individual committee members' scores are then totaled and averaged to determine each candidate's final interview score. Points for performance evaluations of "meets standards" or above received by internal candidates are added to the candidate's final interview score;
- g. Performance evaluations for internal applicants shall be rated by the committee as follows
 - i. Applicants with an overall Total Points score in the "Meets Standards" range (300-400) will receive one (1) additional point; and
 - ii. Applicants with an overall Total Points score in the "Above Standard" range (401-500) will receive two (2) additional points.

O. Retention of Records:

1. Documentation for any hiring or promotional process shall be retained in a confidential file by the HRD for twenty-four (24) months following an appointment or the conclusion of any legal action concerning the appointment.
2. The following documentation of the selection process shall be retained by the HRD:
 - a. A copy of the job announcement;
 - b. All applications and documentation submitted by each applicant to determine eligibility;
 - c. All reviewed performance evaluations;
 - d. A list of all KSA interview questions and rating scales used during interviews;

- e. All interviewers' records of the applicants' responses to the interview questions; and
 - f. Documentation of the final interview and selection results.
- P. The Department Head shall submit the final recommendation(s) from the Interview Committee and their recommendation(s) for appointment to the Director for approval.
- Q. Final approval for all hiring is the responsibility of the Director.

Approved:  
James L. Saffle, Director Effective Date

Attachments: Attachment A, "Applicant Tracking Form"
Attachment B, "Selection Matrix Form"
Attachment C, "Candidate Evaluation Form"
Attachment D, "Authorization for Release of Information"

APPLICANT TRACKING FORM

POSITION: (POSITION TITLE)

OPENED: (When was the posting announced)

CLOSED: (When does the posting close)

INTERVIEW DATE: (When are interviews scheduled)

START DATE: (What is the anticipated start date for those hired)

	APPLICANTS	Race	M/F	DOB	Contact	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Prepared by OCJB Human Resources Department: Month Day, Year

OKLAHOMA COUNTY JUVENILE BUREAU
SELECTION MATRIX FORM

APPLICANT: _____

POSITION: _____ **PHONE:** _____

Demographics: Gender M F; DOB _____ Race _____

OSBI: _____

Education:

High School/GED _____

College Hours _____

Bachelor's Degree _____ Degree Conferred _____

Graduate Degree _____ Degree Conferred _____

Experience:

Related Work Experience _____

Practicum/Internship (3 months) _____

Performance Evaluation Report:

Unsatisfactory Score: _____

Meets Standard/Above Standard Score: _____ PER Bonus: _____

Disciplinary Actions:

EFRR (Reprimand) _____

Suspension without Pay _____

Demotion _____

Notes:

Qualified for Position: Yes; No

Completed by: _____ Date: _____

Position Title: _____

CANDIDATE EVALUATION FORM

Interview Date: _____

LOW: 1-2 Pts. Little to no experience		MEDIUM: 3 Pts. Acceptable Experience Entry Level								HIGH: 4-5 Pts. Exceeds Expectations		CHAIR ONLY:		
LAST	FIRST	Q: 1	Q: 2	Q: 3	Q: 4	Q: 5	Q: 6	Q: 7	Q: 8	Q: 9	Q: 10	PER TOTAL	Average Score	Recommended (Yes/No)
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														

Interviewer: _____

