

SECTION 03-03

Effective Date: November 1, 2000

SELECTION PROCESS PARTICIPANTS

Within five (5) working days of the Closing Date for any posted Administrative Division position, the Department of Accounting shall make available and/or copy and distribute all applications for employment received to those elected or appointed officials, officers and employees charged under this Section to be participants in the employment selection process. At the direction of the County Administrator, the Department of Accounting may distribute such materials in advance of the Closing Date.

Participants in the employment selection process shall be referred to as "application reviewers". Employment applications shall be reviewed accordance with the Class of the position, as follows:

(A). *Officer Class:*

Washington County Board of Supervisors

(B). *Manager Class:*

(i). County Administrator, Assistant County Administrator and/ or Accounting Manager and

(ii). One (1) or two (2) members of the Board of Supervisors or other body within or outside of the Administrative Division of the County government (depending on relationship of the position to other organizations of the County government).

(C). *Supervisor/Specialist Class:*

(i). County Administrator and/or Assistant County Administrator;

(ii). Accounting Manager, and

(iii). Department Manager.

(D). *Assistant/Operator/Technician and Aide Classes:*

(i). Department Manager and

(ii). Department Supervisor/Specialist and/or Accounting Manager.

The department manager(s) of the department(s) to which the position is assigned shall review employment applications for temporary/full-time and temporary/part-time positions. The County Administrator may alter the composition of those participating in the review of applications for *Supervisor/Specialist* and *Assistant/Operator/Technician* Class positions at his/her discretion. Where indicated above, participation in the employment selection process by the Personnel Services Manager is to insure compliance with applicable employment laws. The County Attorney may participate in this process upon the invitation of the County Administrator. Where a *Manager* Class position is to be filled, the Washington County Board of Supervisors shall designate its participants in the employment selection process at the time the position is authorized to be posted.