

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

3.03 FILLING OF POSITIONS PROCEDURE

PAGE 2 OF 2

3.03 FILLING OF POSITIONS PROCEDURE

When the Sheriff has determined that a vacancy exists in a full-time permanent position, the following will be adhered to:

1. A vacancy announcement shall be posted for five full consecutive working days. The vacancy announcement shall contain;

- a. The job classification title
- b. The desired qualifications for the job
- c. The rate of pay for the classification
- d. The division work unit
- e. A brief description of the duties to be performed

It is the policy of the Sheriff's Office to fill all vacancies above the entry level positions from within the organization, in so far as practicable, if qualified applicants exist. Whenever a vacancy occurs, consideration will be given to those employees who have completed their probationary period and have continued to demonstrate satisfactory performance.

Every qualified applicant for the vacant position will be considered based upon the following criteria;

1. Work experience
2. Agency
3. Outside
4. Education
5. Related course work
6. Related training
7. Other course work
8. Additional skills and abilities
9. Interview of applicants
10. Job performance
11. Within the Sheriff's Department
12. References of other employers
13. Recommendations and personal references

All these criteria will be considered equally important. Each applicant will be considered using the criteria to determine which applicant is best qualified to perform the job duties of the position set forth in the Position Classification Specification. If two or more applicants are considered substantially equal, the position shall be awarded to the most qualified in-house applicant. If two or more in-house applicants are considered substantially equal, the position shall be awarded to the applicant with the greatest seniority.

All applicants who have completed the application form will be evaluated provided they meet the minimum qualifications. The qualified applicants will be interviewed by the Sheriff and/or his designee within fourteen days after the posting is completed.

The Sheriff will not consider any applications filed after the fifth full working day of the posting, including the day of the posting. Employees interested in applying for the posted position may do so by filling out an Employee's Application for Vacant Position form, which is obtainable from the Personnel Office.

All newly hired or promoted employees will be required to satisfactorily complete the required probationary period. If an employee is promoted to a higher job classification and fails to perform properly, he or she may be returned to their former classification.

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

3.03 FILLING OF POSITIONS PROCEDURE

PAGE 2 OF 2

The final decision will be announced by the Sheriff, only after all qualified applicants who have been interviewed have been informed of their status.

Bargaining unit members should refer to the current contract regarding filling of positions.