

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
SEPTEMBER 29, 2022

Committee Members: Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Motion to approve minutes of prior Committee meeting - *September 1, 2022*
- III. Action Agenda Items - None.
- IV. Discussion Items -
 - 1) Discussion regarding applications received for the County Administrator position.
- V. Privilege of the Floor/Public Comment
- VI. Motion to adjourn

Hiring Process for Warren County

Warren County is dedicated to improving the hiring processes for better results. The process as set forth below has taken into consideration past practices and suggested improvements, with the goal of creating a transparent, fair, just, efficient, and honorable means of hiring an individual for a particular job.

The hiring of department head positions requires a balance between full participation of the Board of Supervisors and the necessity to protect applicants' privacy. Open Meeting Law and other Civil regulations constrict the possible options. The process outlined below has had legal review and may be subject other changes as legally needed.

Hiring Process:

1. Oversight Committee and Board of Supervisors resolve to fill a position
2. Human Resources Department in collaboration with the Civil Service Department generate a job posting and publicize the posting on the County's website and on web-based job sites, in local print media, on social media platforms, through NYSAC and NACo channels, through professional publications and associations and by other means available and practical.
3. Applications are received by the HR Department. Applicants are notified of missing information and are reminded to complete their application. A list of all applicants is produced with complete and incomplete applications noted as such. The HR Office follows their set of administrative tasks related to the application and interview process.
4. All Supervisors are invited to review all applications in the HR Office in the Municipal Center Building during regular office hours prior to Oversight Committee Meeting. Printed material will be provided for review.
5. The appropriate oversight Committee will meet to review applications and select candidates for the 1st round of interviews. The Committee may meet in Executive Session to review and discuss candidates. This is respectful to the applicants and is in accordance of OML. Supervisors that are not part of the oversight committee will be notified of the meeting and are free to attend.
6. Invitations to interview will be sent from the HR Office to selected candidates and an oversight committee meeting will be set for the purpose of interviewing candidates either in person or virtually. No former employer will be asked to be present in the interview process.
7. All candidates at the first interview will be asked the same set of questions and committee members and review team will score the answers based on the same set of criteria. The aggregate score will be used as one means to select the finalist candidate(s). All attendees may ask supplemental questions during the interview(s) and are informed of what may be asked and what not may be asked of candidates according to law and custom.
8. Second interviews may be schedule for selected candidates. The same interview process will be repeated but with updated questions. The remaining applicants will be notified that they are no longer in the running.
9. Second interviewees will be asked to ask to provide references and those references may be checked by the HR Director. Findings may be reported back to the committee and review team for their information.
10. A final candidate is selected by the oversight committee and the HR Office notifies the candidate, orders a background check, and executes other necessary actions for onboarding a new employee. The remaining candidates will be notified that another was selected.
11. Upon acceptance of the position by the selected candidate and satisfactory completion of a background check and other items necessary for hiring, the HR Director shall notify the Personnel Committee, if different, for placement on that committee for approval before sending a resolution for hiring a particular person for consideration by the full BOS.
12. Once completed, a review of the hiring process will be discussed by the oversight committee and changes and improvement will be recommended for consideration by the Personnel Committee.