March 6, 2013

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Wednesday, March 13, 2013
12:00 p.m., Personnel Conference Room
County-City Building, Room 302

NOTE: SPECIAL MEETING DATE, TIME and LOCATION

A G E N D A

ITEM 1: Request to amend Rule 7.5 of the Personnel Rules - Seasonal Appointment

ITEM 2: Request to amend Rule 7.6 of the Personnel Rules - On-Call Appointment

ITEM 3: Request to create Oral Interview Personnel Policy Bulletin

ITEM 4: Miscellaneous Discussion

PC: Department Heads

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7.5 Seasonal Appointment (Revised 03/13)

Appointment to a position which, although temporary in nature, coincides with a particular season or seasons of the year and may recur regularly from year to year. Names of those persons appointed to a seasonal position may be placed on a reemployment list to be considered for the following season. An employee under a seasonal appointment may be dismissed by the appointing authority without the right to a review of any kind.

7.6 On-call Appointment (Revised 03/13)

Appointment of an employee on an irregular or occasional basis may be made as necessary through certification in accordance with Rule 6 from an open-competitive list. If an on-call employee, after an open-competitive process, subsequently accepts a probationary appointment, the effective date of such probationary appointment shall constitute the employee's date of hire in the classified service and shall not be retroactive. An employee under an on-call appointment may be dismissed by the appointing authority without the right to a review of any kind.

Personnel Policy Bulletin

Number: 2013-1

Lancaster County

Date: March, 2013

Reference:	**Title:**
Nebraska Revised Statute § 23-2525 (Reissue 2007)	ORAL INTERVIEW POLICY

Pursuant to Neb. Rev. Stat. § 23-2525 (Reissue 2007), the County Personnel Officer is required to conduct competitive examinations for vacancies within the classified service. These examinations may be assembled or unassembled and may include various job-related examining techniques, such as rating training and experience, written tests, oral interviews, recognition of professional licensing, performance tests, investigations and any other measures of ability to perform the essential functions of the position. The examinations shall be scored objectively and must receive approval from the County Personnel Officer prior to being conducted.

For those examinations in which an oral interview is a part of the examination, the interviewing official shall develop a rating criteria, weighting factors, the nature of the competitive process, and the examination questions for submission to the County Personnel Officer or designate. Upon the written approval of the County Personnel Officer or designate, the certificate of eligible candidates will be forwarded to the interviewing official.

All interviews shall be conducted in a standardized manner. This means that all interviews will be conducted at the same location, with the same interviewer(s), and the same structured, job-related interview will be used. The interviews shall not be conducted in a manner which discriminates on the basis of race, color, or religion, sex, national origin, disability or age.

Structured Interview Guidelines

1. Questions must be job-related.
2. Weighting factors for the questions should have a direct relationship to the level of importance to the job to be performed.
3. Criteria for grading should be developed specifying the desired or anchor response(s) along with points to be earned for each response.
4. The interviewer(s) shall take adequate notes necessary to document the interview and the justifications for the scores given.
5. When multiple interviewers are used, the scores must be averaged.
6. The interviewing official will keep all interview notes and related documents pursuant to Local Agencies General Records Retention Schedule 24-04.

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Doug McDaniel, Personnel Director Date

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Larry Hudkins, Chair Date
Board of County Commissioners