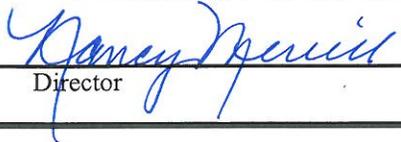


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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE:** Recruitment and Selection

**APPROVALS:**  HUMAN RESOURCES  
Director Policy Owner

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**1.0 PURPOSE:**

The Department seeks the highest level of efficiency in its service to the public and the highest level of quality of its employees. Avoidance of personal favoritism in personnel administration necessitates that appointments and movement of personnel be made solely on the basis of merit. Therefore, regardless of the type of position or appointment, the Department will fill its positions competitively, on merit, and will avoid preferential treatment throughout the selection process.

**2.0 OPEN POSITION REVIEW:**

- 2.1 Each vacancy will be analyzed by the park/program manager and the region manager/bureau chief to determine if and how the position should be refilled.
- 2.2 The director will review any vacant higher management positions.
- 2.3 Human Resources will not announce the vacancy until approval to fill has been obtained from the region manager or bureau chief, or director.
- 2.4 The following are potential issues that may be considered in this analysis:
  1. Do we need to continue to fulfill these job duties with this same position?
  2. Are there other duties that could be done by this position?
  3. Is there another way that these job duties could be accommodated?
  4. Could these duties or some of these duties be done by existing staff?
  5. Could these duties or some of these duties be done by seasonal staff?
  6. Do these duties necessitate a full time staff person?
  7. What is the appropriate classification for these duties?
  8. What conditions are required by/for this position, i.e. housing, CDL, etc.?
  9. What would the impact be if the position was reduced? Removed?
  10. If it is felt that the position is no longer needed, notify the director and further analysis will be conducted to determine where the FTP will be best located to meet IDPR goals.
- 2.5 After the position review has been completed, HR is called to reclassify the position, if necessary, based on new or revised duties and/or recruit for the position.

**3.0 RECRUITMENT PROCESS:**

IDPR strives to recruit the best candidates to fill vacancies. To do this an adequate pool of qualified applicants needs to be established for any open position. Therefore, the Department will use the following recruitment priority guidelines whenever practical. Exceptions to these guidelines may be made by agreement of the hiring manager and

their immediate supervisor.

- 3.1 Layoff Register: Employees in the same classification who are on a current Department layoff register.
- 3.2 Lateral Transfer/Voluntary Demotion: Permanent employees in the same class as the vacancy (lateral transfers), and/or voluntary demotions. To ensure an adequate candidate pool, the hiring manager/supervisor may choose to include laterals/voluntary demotions with candidates from either the Department promotional register or the Open-Competitive register.
- 3.3 Department Promotion: Department employees with permanent status provided there are a minimum of five (5) qualified candidates. If there are less than five (5) qualified promotional candidates, the hiring manager may call for an open competitive register. The promotional candidates will be merged with this register and will be interviewed if they place within the top ten available candidates.
- 3.4 Open-Competitive Register/Probationary Employees in Same Classification: Up to the top twenty-five available candidates from the current open-competitive register, along with any internal probationary employees in the same class who may want to apply. If a current register is not available, the position will be announced as open-competitive to develop a register

#### **4.0 LEAVE AND PAY FOR TESTS AND INTERVIEWS:**

Employees will be allowed time, vehicle (if practical), and per diem for Division of Human Resources tests and interviews for Department promotional positions.

#### **5.0 DEPARTMENT INTERVIEWS FOR LATERAL TRANSFERS:**

Employees who have been in their current position 24 months or will have been by the projected hire date, will be allowed time, vehicle (if practical), and per diem for Department interviews for a lateral transfer.

When travel is involved, employees who have been in their position less than 24 months, will be granted vacation leave, compensatory time, or leave without pay. Travel and per diem will be paid by the employee

#### **6.0 DEPARTMENT TRANSFERS:**

These transfers may be required of employees involuntarily to meet work requirements or for special personnel or management needs. Individual situations will be taken into account where possible.

#### **7.0 SELECTION PROCESS:**

- 7.1 The vacancy will be reviewed by manager and bureau chief/region manager. If the full FTE is no longer needed in the same unit, the director will analyze the agency needs with the bureau chief/region manager.
- 7.2 Once the position duties and location have been decided, the human resources officer will determine the correct classification and announce the position. (See Recruitment Process above). A copy of the register, along with pertinent application copies will be forwarded to the hiring supervisor.

- 7.3 The supervisor, with assistance from the human resources officer, will develop interview questions, identify the interview panel, and schedule eligible candidates for interview.
- 7.4 The supervisor, with input from the interview panel, will determine the individual most qualified for the position, and check references. The region manager or bureau chief will be notified of all selected candidates prior to the job offer.
- 7.5 Upon approval, the supervisor will offer the job to the successful candidate. The acceptance will be followed with a letter of confirmation giving starting date, position title, salary and other pertinent information (see Human Resources for a copy of the template letter). The supervisor will notify unsuccessful candidates by phone or letter.
- 7.6 The register, letters to candidates, interview questions and notes will be forwarded to the human resource officer, who will retain them for one year.

**8.0 PAPER PROCESSING:**

- 8.1 Human Resources will send an employee packet containing required forms and information to the hiring supervisor.
- 8.2 Employees are required to complete all paperwork for payroll purposes prior to the first day of work, if possible, but no later than three days after date of appointment.

**9.0 ACTING APPOINTMENTS:**

- 9.1 At the discretion of the director or designee, a classified employee with permanent status may be appointed to a position in a class of higher pay grade in an acting capacity whenever
  1. The incumbent of the higher position is on sick leave or other authorized leave of absence for an extended time; or.
  2. There is no current register for the classification of the position. In this case the appointment is limited to a register establishment or return of incumbent but in no case longer than 1040 hours (6 months).
- 9.2 To be eligible for an acting appointment, an employee must meet the minimum qualifications of the higher position.
- 9.3 Salary of the employee accepting an acting appointment will be handled as though it were a promotion. At the end of the acting appointment, salary shall be reduced to the grade and step held immediately prior to the acting appointment.
- 9.4 A written agreement outlining the expected start and end of the appointment, salary level and duration, and specific job duties will be signed by the employee and the supervisor. A copy of the agreement will be given to the employee and a copy placed in the employee's personnel file.