

## 402 - EMPLOYEE SELECTION

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### **Section 402.01 Equal Opportunity**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin.

### **Section 402.02 Definition of Posting**

For the purposes of this policy, 'posting' is defined as an announcement of an open position. Postings are available to all County employees and the general public.

### **Section 402.03 Definition of Department**

For purposes of this policy, a 'department', also known as the hiring department, is defined as a Fort Bend County Department which posts an open, budgeted position according to the procedures specified in this policy.

### **Section 402.04 Posting Procedures**

In order to provide an equal employment opportunity for all interested individuals and to generate a broad base of applicants to choose from, each department will post a full-time open position for a minimum of two (2) weeks (10 business days) by notifying the Human Resources Department in writing of the availability of the position. Part-time and temporary positions may be posted for three (3) business days as determined by the department, also by notifying Human Resources in writing. Selections for part-time and temporary positions may be made sooner than three (3) business days depending on exigent circumstances.

An elected official or department head determines whether to open a position to current employees and/or external applicants. If a posting is open only to current employees, the posting will so indicate.

The Human Resources Department will post the position by summarizing the job description and making the posting available to current employees and the public through a County job line recording, the County web site, advertising on the Human Resources Bulletin Board, the County e-mail system, and other similar recruiting methods. If the department wishes to recruit through targeted recruitment methods, the Human Resources Department will facilitate the creation and placement of the advertisement. Advertisement includes, but is not limited to, newspapers, professional journals, selected networks, and electronic sources. Human Resources may pay for selected recruitment depending on available funding.

### **Section 402.05 Application Procedures**

Applicants seeking full-time employment with the County must submit an employment application through the Human Resources Department before receiving employment consideration. The Human Resources Department will accept applications for open positions until the specified time on the closing date or until filling the position, whichever is later. Applications will also be available through various departments throughout the County; however, the original applications must be forwarded to the Human Resources Department. The Human Resources Department will only accept applications for open, posted positions and will not accept unsolicited applications or resumes.

**Section 402.06  
Pre-Screening**

Applicants meeting the requirements specified in the current job description will be forwarded to the department for selection.

**Section 402.07  
Employee  
Selection Process**

The employee selection process shall be the responsibility of the department. Applicants selected for employment with Fort Bend County shall be based on job related qualifications as outlined in the job description. Qualifications may include, but are not limited to, necessary knowledge, skills, abilities, training, education, licensing, certification and experience required for the position; satisfactory completion of performance and/or psychological exams; and satisfactory results on pre-employment drug testing, pre-employment physical, criminal history, driving record, employment and education reference checks.

**Section 402.08  
Job Offers**

The department will notify the Human Resources Department when a candidate has been selected for a position. The job offer by the hiring department will be subject to the constraints of the Fort Bend County Salary Administration Program, a copy of which is provided to Elected Officials and department heads. Exceptions to the program must be coordinated with the Human Resources Director and/or his/her designee, and subject to approval by Commissioners Court, prior to the actual job offer. The department will extend an offer, contingent on satisfactory results on the drug screen, pre-employment physical if required, and any background check that is conducted. Upon receipt of the results, the Human Resources Department will confirm the employee's start date with the department and initiate the orientation process.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
November 24, 1998  
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