

Office of Court Administration

Hiring Policy

Reviewed: November 7, 2008

Approved by: _____
Carl Reynolds

Office of Court Administration Hiring Policy

Applicability

The job description and job vacancy notice provisions of this policy apply to all posted OCA positions. The remaining procedures are subject to the discretion of the supervising presiding judge if the position is for a specialty court employee or for an assistant to a presiding judge.

Job Description

Before a job vacancy is posted, the manager will work with the human resources officer to draft a job description. The job description shall include a summary of the job description, the essential job functions, the state job classification, the FLSA designation, and the job requirements, including the minimum and preferred requirements for the position. If a position is temporary or part-time, or otherwise atypical, that will be noted.

Job Vacancy Notice

The human resources officer will draft a job vacancy notice, using the job description. OCA/HQ positions may be posted at a mid-range of the salary schedule. Title IV-D positions, the entry level salary will be posted. The classification and salary level for all postings shall be coordinated with the budget analyst.

Screening Applications

The human resources officer will conduct the initial screen to determine which applicants meet the minimum qualifications posted. A second screen may be conducted to only approve candidates meeting the preferred qualifications. Those applications meeting the minimum qualifications, or those applications meeting the minimum and preferred qualifications, will be provided to the hiring manager for consideration.

Scoring Applications

The manager will weight, rate and score the applications on the screening matrix form. Based on scores, the manager will determine how many of the highest scoring applicants will be interviewed.

Interviews

Interviews will be conducted by panels of 2 or more interviewers including the immediate supervisor for the position. With the assistance of the human resources officer and the other interviewers, the manager will develop standard questions to be asked of each applicant. Each panelist will be presented with an interview packet for each candidate, which contains the job posting, the screening matrix, the application and the interview questions with space below each question for the panelist to take notes.

Skills Demonstration

Upon approval by the human resources officer, a demonstration of skills may be conducted during the first interview, or later interviews, if deemed appropriate and necessary to assess the applicant's ability to perform certain key or essential functions.

Selection and References

The panel will discuss the interviews and decide which applicant is best qualified for the position. Second interviews may be conducted, with the division director or administrative director participating. With the assistance of the human resources officer, the manager will check at least two references for the top selection. If the references are supportive, the supervisor will write a recommendation-to-hire memo using the selection justification form recommending the applicant for the position, and stating why the applicant is the best applicant for the job.

Offer and Acceptance

If the administrative director approves the recommendation-to-hire memo, then the manager may offer the position to the applicant. If the applicant accepts the position, the manager immediately completes a new hire in-processing form that specifies the office equipment, phone, computer, security access, and training needs for the new hire. Both the recommendation-to-hire memo and the new hire in-processing form must immediately be submitted to human resources upon acceptance of the job offer. The human resources officer prepares a Personnel Action Form and routes it appropriately, and prepares and sends a welcome letter to the applicant.

Human resources will prepare and send regret letters to all other applicants for the position. The supervisor signs letters to applicants who were interviewed, and the human resources officer signs the other letters.

The applications, rating forms, and interview forms are returned to Human Resources upon conclusion of the hiring process.