

A M E N D M E N T T O
ADMINISTRATIVE ORDER
O F T H E
JEFFERSON COUNTY COMMISSION
04-2

PURSUANT to the authority vested in the Jefferson County Commission by law, Administrative Order 04-2 heretofore approved on June 29, 2004, is hereby amended:

In accordance with section III PROCEDURE, subparagraph (c), the following procedures and forms for filling unclassified positions and procedures, protocols and forms for completing structured interviews for both classified and unclassified positions are hereby adopted and incorporated as if fully set forth in the original construct of Administrative Order 04-2:

Procedures to Request Filling Unclassified Positions
and For Conducting Structured Interviews

Important: No applicant can be informed that he or she is hired until the appointment recommendation is approved by the Appointing Authority. The applicant may only be informed of the Department Head/Interviewer's recommendation.

1. Send completed **Unclassified Job Requisition Hiring Form** (Attachment 1), **Job Analysis, Applicant Rating Form, Rating Factor Definitions**, and the **Candidate-Interview Questions Form** to the Employee Relations Officer. (See attached examples) Job Requisitions must be approved by the Appointing Authority prior to submission to the Human Resources Department.
2. Employee Relations Officer will develop job announcement and send to appropriate schools, agencies and print media. (Attachment II)
3. Employee Relations Officer will complete the **Recruitment Status Form**. (Attachment III)
4. Employee Relations Officer will receive completed applications that include a completed Applicant Tracking Record. The application will be date and time stamped upon receipt, and the Employee Relations Officer will perform the initial screening of applications to ensure questions are answered and basic qualifications are consistent with job requirements.

5. Employee Relations Officer will forward copies of the completed applications to the Department Head/Interviewer. The Department Head/Interviewer will schedule the interview. If several applications are received, the Employee Relations Officer will notify the Department Head/Interviewer that five applications from the initial screening will be forwarded to him/her for review and scheduling of interviews (first five applications received, per date/time stamp, that pass initial screening). If the Department Head/Interviewer rejects all five, five more applications will be sent, if available. If the second set of five is rejected, the job requirements will be revisited. (See attached application)
6. Structured Interview Training will be conducted periodically and those completing training will obtain Structured Interview Certification. All certified employees will be eligible to conduct interviews.
7. The Department Head/Interviewer will interview and indicate on the **Interview Review Form** whether the applicant should be hired for the position. If the Department Head/Interviewer does not recommend the applicant is hired, he/she must indicate why the applicant was found not to be qualified for the position in the designated area of the **Interview Review Form**. (Attachment IV)
8. The Department Head/Interviewer can express to the applicant that he/she will recommend hiring, however, the Department Head/Interviewer must not commit the County to employ at this time. The Department Head/Interviewer must return the Interview Review Form to the Employee Relations Officer with the appropriate information completed, i.e., *hire, not hire, reason*. The Department must also refer the applicant back to the Human Resources Department/Employee Relations Officer for further processing.
9. If the Department Head/Interviewer recommends hiring, the Employee Relations Officer will refer the recommended applicant to the Occupational Health division for a pre-employment physical and pre-employment drug screen. The Employee Relations Officer will check references and complete the appropriate **Reference Verification Form**.
(Attachment V)
10. If the applicant passes the pre-employment process, the Department Head/Interviewer will be notified and the Department Head/Interviewer will provide the Employee Relations Officer with a start date, time, report site and County representative the new hire should contact upon his/her first day of arrival.
11. The Employee Relations Officer will contact the new hire and provide the information as outlined under item nine (9) above.
12. If the recommended applicant fails the pre-employment process, the Employee Relations Officer will notify the Department Head/Interviewer and will send

additional applicants to the Department Head/Interviewer for interviewing until the Department Head/Interviewer recommends another applicant for hire.

13. The Department Head/Interviewer must have held the interviews within five (5) business days after receiving applications from Human Resources.
14. The Department Head/Interviewer must return the required documents on the Checklist Form to Employee Relations within forty-eight (48) business hours after receiving applications from Human Resources. (See attached Checklist)
15. The procedures and forms developed herein for conducting structured interviews shall be applicable to filling both classified and unclassified positions.

ORDERED at the Jefferson County Courthouse this 1 day of February, 2005.



LARRY P. LANGFORD, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 2-1-05
MINUTE BOOK: 147
PAGE(S): 287-288

SAMPLE JOB ANALYSIS

Structured Interview - Jefferson County Commission, Roads and Transportation Department

Position: Laborer III

Job Summary:

Duties include a variety of tasks requiring the setup and use of tools and mechanical equipment utilized in processes of demolition, construction, mowing, excavation, sewer cleaning and maintenance and other work processes. Constructs and repairs wooden forms and frames, mixes, pours, and finishes concrete and mortar. Operates vehicles and equipment used to transport, load, unload, or lift. Drives trucks to transport co-workers and/or equipment to job sites. May instruct or train other workers on particular work assignments.

Minimum Qualifications (Knowledge, Skills, Abilities, Certifications and Licenses):

- Ability to read and write in English.
- Possession of a valid Driver's License.
- One year of experience in the same or similar capacity.
- Ability to perform heavy manual labor.
- Knowledge of the operation and preventive maintenance requirements of various light-duty and heavy-duty commercial vehicles.
- Knowledge of the operation and preventive maintenance of various gasoline, electric, and air driven tools and equipment.
- Knowledge of the traffic laws and regulations involved in truck operation.
- Ability to operate trucks and equipment safely in accordance with traffic laws and commercial truck driver regulations.
- Ability to understand and follow written and oral instructions.
- Ability to provide leadership to assigned auxiliary crew members.

Proposed Interview Questions:

1. Is your Driver's License current? I (We) need to see your license.
2. In addition to driving and operating equipment and tools, County laborers are required to perform all the manual labor functions of any crew assigned. Are you willing and able to perform all the essential functions of this job?
3. Describe your past work experience and explain briefly how these experiences will be helpful to you in performing the duties of a laborer.
4. Describe daily maintenance procedures for the walk behind/ride on outdoor sweeper.
(grease fittings and check oil)
5. What specific public areas are walk behind/ride on outdoor sweepers used for?
(sidewalks, parking lots, outdoor confined space areas).
6. What is the proper technique for using the hand wand? Describe its uses and operation.
7. Describe safety requirements for operating the walk behind/ride on outdoor sweeper when cleaning sidewalks in the presence of pedestrians.
8. Tell us about your ability to follow instructions in performing a job.
9. Tell us about your ability to train others in performing a job.
10. I (We) have no further questions. Do you have any questions about the job or the County?
11. Is there any thing you would like to tell me about yourself which we haven't discussed?

Applicant Rating Form

Name:			Department:				
Position: Laborer III			Certification Number:				
Job Rating Factors	-	X	+	Source	Comments		
	Possession of a valid DL						
Knowledge of relevant operating tools and equipment.							
Experience performing heavy manual labor functions.							
Experience							
Knowledge of operations and preventive maintenance requirements of vehicles.							
Knowledge of safety requirements.							
Knowledge of traffic laws and regulations involved in the operations.							
Commendations received:							

Legend: - = Does not meet job requirements
 X = Meets job requirements
 + = Exceeds job requirements

Interviewer: _____

Date: _____

RATING FACTOR DEFINITIONS

LABORER III

Experience

- (-) No Experience
- (x) Zero (0) to Six (6) Months Experience
- (+) Greater Than One (1) Year's Experience

Disciplinary Review Past Twelve (12) Months

- (-) More Than Two (2) Disciplinary Actions or Any Disciplinary Actions with Suspensions.
- (x) One (1) Or Two (2) Disciplinary Actions Without Suspensions
- (+) No Disciplinary Actions

Attendance Review

- (-) Three (3) Or More Occasions Of Sick Leave In Conjunction With Off Days Or Holidays
- (x) One (1) Or Two (2) Occasions Of Sick Leave In Conjunction With Off Days Or Holidays
- (+) Zero (0) Occasions Of Sick Leave In Conjunction With Off Days Or Holidays

Safety History/On the Job Injury

- (-) Any Combination Of Three (3) Or More -Safety Violations Or IWP Leave Days
- (x) Any Combination Of One (1) to Two (2) Safety Violations Or IWP Leave Days
- (+) No Safety Violations Or IWP Leave Days

Commendations Received

- (+) Any Commendations Or Awards

SAMPLE INTERVIEW QUESTIONS:

Structured Interview – Jefferson County Commission, Roads and Transportation Dept.

Candidate-interview Questions Form

Position: Laborer III	Department: Roads and Transportation
Certification Number:	Applicant Name:
Job Rating Factors	Comments
Is your Driver's License (DL) current? I (We) need to see your license.	
In addition to driving and operating equipment and tools, County skilled laborers are required to perform all the manual labor functions of any crew assigned. Are you willing and able to perform all the essential functions of this job?	
Describe your past work experience and explain briefly how these experiences will be helpful to you in performing the duties of a laborer.	
Describe daily maintenance procedures for the walk behind/ride on outdoor sweeper. (grease fittings and check oil)	
What specific public areas are walk behind/ride on outdoor sweepers used for? (sidewalks, parking lots, outdoor confined space areas)	
What is the proper technique for using the hand wand? Describe its uses and operation.	
Describe safety requirements for operating the walk behind/ride on outdoor sweeper when cleaning sidewalks in the presence of pedestrians.	
Tell us about your ability to follow instructions in Performing a job.	
Tell us about your ability to lead and direct others in performing a job.	
I (We) have no further questions. Do you have any questions about the job or the County?	
Is there any thing you would like to tell me about yourself which we haven't discussed?	
Comments:	

Interviewer: _____

Date: _____

Newspaper Ad Format

Jefferson County Commission, Department of _____, has an opening for a(n), JOB TITLE, (SEASONAL OR TEMPORARY), FULL TIME OR PART-TIME. Position # _____. Essential Qualifications: _____

Deadline date 4:00 p.m. on CLOSING DATE. Application forms are available from Human Resources, 716 Richard Arrington, Jr., Blvd., Room A610. Jefferson County Commission is an equal opportunity employer.

Cost: _____

Number of Applications Received: _____

Attachment II

RECRUITMENT STATUS FORM

Job Title _____

Number of positions needed _____

Dates through which applications will be received _____

Notice of Job Opportunity Sent to:

Date Sent:

Birmingham News	<input type="checkbox"/>	_____
Birmingham Post Herald	<input type="checkbox"/>	_____
Birmingham Times	<input type="checkbox"/>	_____
YWCA	<input type="checkbox"/>	_____
YMCA	<input type="checkbox"/>	_____
Bessemer State Technical College	<input type="checkbox"/>	_____
Jefferson State Community College	<input type="checkbox"/>	_____
Lawson State Community College	<input type="checkbox"/>	_____
Herzing College	<input type="checkbox"/>	_____
Virginia College	<input type="checkbox"/>	_____
Alabama State Employment Service	<input type="checkbox"/>	_____
Cooper Green Hospital	<input checked="" type="checkbox"/>	_____
Family Court	<input type="checkbox"/>	_____
Environmental Services Department	<input type="checkbox"/>	_____
Roads & Transportation (Camp Bessemer)	<input type="checkbox"/>	_____
Roads & Transportation (Camp Ketona)	<input type="checkbox"/>	_____
Jefferson Rehabilitation & Health Center	<input type="checkbox"/>	_____
Jefferson County Courthouse	<input type="checkbox"/>	_____
DHR (Jobs)	<input type="checkbox"/>	_____
United Way of Central Alabama	<input type="checkbox"/>	_____
Birmingham Urban League	<input type="checkbox"/>	_____
Hispanic- Interest Coalition of Alabama	<input checked="" type="checkbox"/>	_____
Hispanic Business Council	<input type="checkbox"/>	_____

Other (List any other places notices were mailed and dates):

Summarize other recruitment efforts aimed at minorities and women (Please include date and nature of efforts and name and job title of County employee involved) except school career fair:

Attachment III

Interview Review Form

(Please complete form and submit to the Employee Relations Officer)

Date: _____

Name of Applicant: _____

Position Interview for: _____

Yes No[]

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Was applicant on time for interview? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did applicant appear knowledgeable of essential functions of job? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was applicant informed of specific duties and responsibilities of the position? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was applicant informed of work hours and possibility of overtime requirement, if any? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did applicant refer to any special accommodation needs for employment? If so, please summarize below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you recommend hiring for this position. |

If the interviewer does not recommend hiring, he/she must indicate why in the space provided below.

Interviewer's Name (printed)

Interviewer's Social Security No.

Interviewer's Signature

Date

Attachment IV

LIST CONTACTS FOR WORK INFORMATION VERIFICATION AND
DEGREE/LICENSE/CERTIFICATION VERIFICATION BELOW

1. PERSON CONTACTED _____
Organization/Company _____
Information Verified _____

Define discrepancies _____

2. PERSON CONTACTED _____
Organization/Company _____
Information Verified _____

Define discrepancies _____

3. PERSON CONTACTED _____
Organization/Company _____
Information Verified _____

Define discrepancies _____

4. PERSON CONTACTED _____
Organization/Company _____
Information Verified _____

Define discrepancies _____

5. PERSON CONTACTED _____
Organization/Company _____
Information Verified _____

Define discrepancies _____

6. PERSON CONTACTED _____
Organization/Company _____
Information Verified _____

Define discrepancies _____

Unclassified Sample Checklist Form:

Laborer III

The following persons are authorized to conduct structured interviews for the **Roads and Transportation Department**. This list will expand as additional certifications are received. Uncertified persons are prohibited from conducting or participating in employment interviews.

Roger D. Lee
Cecil Calvert
David Gallaspy
Brent Handley
Aaron Lively

Use the checklist below in submitting hiring recommendation(s). Complete documentation of your selection process must accompany your recommendation. This documentation is required under the County's consent decree. It will enable Human Resources Department to comply with decree record keeping and reporting requirements. Incomplete submissions will be returned to the department.

Submit the hiring recommendation and the following documents to Employee Relations no later than 48 business hours from receiving the applications from Employee Relations.

CHECKLIST

- _____ Job analysis results ___ Applicant Rating Form ___ Rating factor definitions ___
- _____ Interview questions ___ Expected responses ___ Standards used to measure responses
- _____ Candidate-Interview Questions Form.
- _____ Interviewed applicant(s) ___ Rating forms, ___ Notes, ___ Applications, ___ Resumes, ___
- _____ Other correspondence and written material relative to an applicant.
- _____ Interview Review Form
- _____ Applications and resumes received on all other applicants.

Important: No applicant can be informed that he or she is hired until the appointment recommendation is approved by the appointing authority. The applicant may only be informed of the department head's recommendation.