



**COUNTY OF CARROLL  
OFFICE OF THE COMMISSIONERS**

Administration Building  
P.O. Box 152, 95 Water Village Road  
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## **Hiring Policy**

### **10-1 Purpose**

To assure a high quality of service to the public, appointments to regular positions will be made on a merit basis from among the most competent individuals available. Recruitment efforts and publicity will generally be directed to appropriate sources of applicants in whatever geographic area is necessary to assure reaching the most qualified people.

### **10-2 RECRUITMENT PROCEDURES**

**A. Defining the Job.** When a vacancy occurs, the department head or his/her designee will review the functions, duties, responsibilities and minimum qualifications of the position to ascertain whether the job description accurately reflects the position. If the job description is to be changed, the recommended changes will be reported to the County Administrator who will determine, on the basis of the minimum qualification requirements for the position, the appropriate class for the newly described position and report the same to the Board of Commissioners.

**B. Advertising the Vacancy.** The Department Director will generally be responsible for publicizing the vacancy to the public as follows:

The department head will strive to publicize the vacancy by means best calculated to inform as many qualified people as possible; **Indeed.com** is currently the preferred advertising method.

1. The publication of the vacancy will generally include the position title, duties, pay range, The responsibilities, any special qualifications and minimum qualifications if any, Also, that the County is an equal opportunity employer.
2. All positions will be posted for 5 days in all buildings that are located on the complex, concurrently with a minimum of 3 days in the public view. The purpose of this is to allow current employees an opportunity to view upcoming position openings around the complex.

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3. Changing from one department to another constitutes a new position. If the departments pay code changes, then it shall be considered a new position.
4. All applicants applying for a new position must fill out a new application. A resume shall not replace a Carroll County Employment Application.
5. All open positions of department head or higher may involve a hiring agency to help with hiring or may enact a hiring committee consisting of two County Commissioners, the County Administrator, HR representative, another county's department head of the same occupation, and a supervisor of the hiring department.
6. Position openings in departments headed by Elected Officials will follow the same hiring policy as stated herein. With the exception of certified law enforcement officers, and Assistant County Attorney's. All other positions hired will be required to follow this policy.
7. Any employee wishing to transfer to an open position in another department must go through the same process as any other applicant. Except; if the current employee has the same qualifications as a competing candidate, the current employee will be afforded first priority on the open position. The current employee shall not lose any benefits that they have currently accrued.
8. All individuals currently employed by Carroll County, or currently receive pay/benefits from Carroll County will follow all county policies.

### **10-3 APPLICATION FOR EMPLOYMENT.**

All applicants for employment must file an application at the appropriate location specified prior to the time and date specified in the published announcement of the position.

### **10-4 CRIMINAL RECORDS CHECK/ FALSE STATEMENTS.**

- A. Applicants who are offered a position with the County will submit to a criminal records check prior to starting their job. Any convictions that appear on the record check, the dept. head shall review it with the division head, and the applicant to determine if there are extenuating circumstances where all parties feel the applicant is able to proceed with the hire. The County Administrator shall be informed of this on a case by case basis.
- B. Deliberately false or misleading statements in the application or in any employment interview for the purpose of attempting to secure County employment shall be grounds for rejecting an applicant and or discharging an employee who has been appointed to a position on the basis of such false, misleading or deceptive information.

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#### **10-5 MEDICAL SCREENING.**

After a conditional job offer has been made and prior to the applicant starting, the department head or his designee will contact our Health provider to set up an appointment for a medical screening, including drug testing if applicable.

#### **10-6 SELECTION PROCEDURES.**

The department head shall determine which examining procedures will be employed to evaluate the qualifications of applicants for positions.

- A. Such procedures will relate to the duties and responsibilities of the various positions and may include but are not limited to the following: examination of each applicant's education, training, work experience, work and character references. Use of appropriate tests of each applicant's ability to perform the tasks for which he or she is being considered and making comparative evaluations among applicants applying for the same position may also be included.
- B. Based upon final review, the department head or designee will consider the applicant(s), will interview and, thereafter either make an offer for employment or make a recommendation to the County Administrator. The County Administrator will bring the name to the Commissioners for ratification of all new full time employees.
- C. Each applicant interviewed will be notified of the final appointment decision in writing.
- D. The benefits administrator shall be responsible for maintaining a record of the selection process employed each time an appointment to a position is offered.

#### **10-7 APPLICATION BY EMPLOYEES.**

Full-time and part-time employees are eligible to apply for any vacancy announced for which they are qualified by following the procedures outlined in this policy. The current employee shall be given preference for a posted opening unless an outside candidate is determined to be the more qualified candidate. No department head or supervisor shall deny any subordinate employee permission to apply for a vacancy or in any way discourage, punish or intimidate any employee who wishes to apply for an open vacancy.

**Policy Date: 05/08/2019**

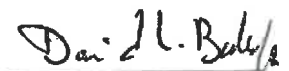
*AMENDED 5/29/19*



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