



# Medina County Policy Manual



Policy: <b>Open Positions</b>		Section: <b>Employment</b>	Number: <b>2.065</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:		Page #: <b>1 of 2</b>

- A. The Commissioners, referred to as the *Appointing Authority* by the Ohio Revised Code, are responsible for the hiring of staff within offices, departments, and agencies under their jurisdiction.
  
- B. At the discretion of the hiring department, an open position may be advertised to the general public and at the same time be posted internally for the benefit of Medina County employees. *Internally* is defined as being within the department where the opening exists and those departments under the jurisdiction of the County Commissioners and those departments of other appointing authorities where potential interest for the position may exist. Preference for filling an open position shall be given to qualified internal candidates. If no internal employees are qualified for the vacant position, or if the vacancy is an entry level position, the job shall be filled from applications/resumes received through the external recruitment process as described in E. below.
  
- C. Generally, employees can hold only one County position at a time.
  
- D. All advertisements and postings will include an Equal Employment Opportunity statement.
  
- E. External Recruitment
  - 1. The placement of recruitment ads shall be done through Human Resources.
    - a. Depending on the qualifications for the position and job market at the time of the opening, print publications serving the Medina area will generally be the mediums selected for external recruitment. Departments may advise Human Resources as to the print publication(s) that best meets their recruitment initiatives.
  
    - b. Professional positions may be advertised in newspapers with national circulation, professional journals, and newsletters at the discretion of the hiring department after consultation with Human Resources and County Administrator.

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2. Applications will be accepted only when a position has been posted and/or advertised.

F. Internal Recruitment

1. Existing or imminent non-union vacancies are to be posted internally for a minimum of five (5) work days on employee bulletin board(s) except where a laid-off employee is eligible for reinstatement to the vacant position.
2. For purposes of consistency, postings will contain job title, full/part time status, a brief description of the job, qualifications, hours, rate (optional), available benefits, application deadline and date posted. Departments have the option of writing their own posting or requesting assistance from Human Resources. If the department prepares the posting, they will be expected to forward an electronic copy as an email attachment to the Human Resources office. Human Resources will, in turn, distribute the posting to other offices or agencies as may be practicable.
3. During this posting period, employees who have completed their probationary period are eligible to apply.
4. An [Internal Transfer Request Form](#) for each vacancy will be completed by the employee and timely submitted to the Human Resources Department prior to the posting deadline in order to be considered.
5. Internal Transfer Request forms of employees meeting minimum requirements or above will be forwarded by Human Resources to the department where the vacancy exists.
6. Staff not meeting the qualifications for the position shall receive written notification from Human Resources of their non-selection upon the filling of the position.



MEDINA COUNTY HUMAN RESOURCES



Internal Transfer Request Form

Personal Information:

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Education:

\_\_\_\_\_  
\_\_\_\_\_

Current Position:

Department: \_\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position: \_\_\_\_\_

Department Head/Supervisor: \_\_\_\_\_

Length in Position: \_\_\_\_ (yrs/mths)

Previous Positions Held:

\_\_\_\_\_  
\_\_\_\_\_

Position of Interest

I am interested in the following position: (NOTE: A separate form must be completed for each transfer request.) \_\_\_\_\_

Posting Closing date: \_\_\_\_\_

List qualifications based on the posting for the position (attach an additional sheet, resume, or letter if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by Human Resources Department**

Date Received by HRD \_\_\_\_/\_\_\_\_/\_\_\_\_

Date sent to dept of interest \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed by Interviewer:**

Date Interviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Interviewed by: \_\_\_\_\_

Position offered: Yes  No

Comments:

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**Immediately following interview return this form to Human Resources.**

Date Received by HRD \_\_\_\_/\_\_\_\_/\_\_\_\_



# MEDINA COUNTY COMMISSIONERS

Department

Type in your department's name

DELETE THIS BOX WHEN FINISHED

# Job Posting

Title

Type in Title of Position

DELETE THIS BOX WHEN FINISHED

Time

Add either "Full" or "Part"

The Medina County Board of Commissioners seeks a \_\_\_\_\_ for  
the \_\_\_\_\_ Department.

## Responsibilities:

## Qualifications:

## Hours:

## Rate:

## Application Deadline:

## Apply to:

Please, no phone inquiries or electronic submission of resumes or applications. The successful candidate will be required to undergo and pass a background check and drug screen.

Posted:

Type in date posted

DELETE THIS BOX WHEN FINISHED

Medina County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law