

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE IV**

Title: **APPOINTMENTS**

I. PURPOSE AND SCOPE

To implement the Appointments Policy.

II. DEFINITIONS AND REFERENCES

Merit System Policy IV, Appointments

III. REQUESTS TO FILL VACANCIES

- A.** Whenever a vacancy in the Career Service is to be filled the appointing authority shall submit a job requisition to the Office of Human Resources requesting a list of applicants available for appointment.
- B.** Appointing authorities shall report actual or anticipated vacancies to the Office of Human Resources in sufficient time to permit adequate recruitment and establishment of Lists of Applicants.
- C.** When a new job class is required, the Office of Human Resources shall be notified in sufficient time to prepare the class description and amend the Classification and Pay Plan before the vacancy may be filled.
- D.** For some positions requiring special job related qualifications or conditions of employment, in addition to, or more specific than those defined in the classification description the appointing authority may request such special requirements are posted.
- E.** An appointing authority may request only internal candidates if circumstances dictate.
- F.** In order to promote upward mobility among County personnel, an Appointing Authority may request that a position be filled with a trainee. Any such request shall include a training program that has been approved by the Office of Human Resources.

IV. APPOINTMENTS FROM LISTS OF APPLICANTS

- A.** Appointments shall only be made to positions in the County Service that have been established in accordance with the provisions of the County's personnel policies or other officially adopted procedures approved by the Board of County Commissioners.

APPOINTMENTS PROCEDURE (continued)

- B.** Appointing authorities shall make appointments to established positions in the Career Service from the Lists of Applicants and in accordance with the procedures described thereon.

No permanent appointment shall take effect until the employee receives no less than a "Successful Performer" rating on the performance evaluation and is officially released from probationary status by the Appointing Authority.

V. LEADWORKER APPOINTMENT

- A.** Assignment of leadworker responsibilities shall be approved by the respective Administrative Officer IV/V (working title: department office director) or appropriate level authority, and a description of the leadworker duties and responsibilities as well as the names and job titles of the workers in the group shall be furnished to the Office of Human Resources prior to leadworker assignment.
- B.** Employees assigned leadworker duties will continue to carry their classification title and will be designated as Leadworker on personnel forms.

VI. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09