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Clackamas County
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MEMORANDUM

TO: Clackamas County Board of County Commissioners
FROM: Evelyn Minor-Lawrence, Director, Human Resources
RE: Removing Personnel Policy Language from County Code
DATE: September 29, 2026

REQUEST:

Staff seeks Board approval to systematically remove personnel policies and procedures from County Code (Chapter 2.05, Personnel Ordinance) and replace them with Employee Policies and Procedures (EPPs) as they are updated over time.

The immediate request seeks to remove language outlined in attachment A from Chapter 2.05 of the Personnel Ordinance replaced with EPP 61 Candidate Selection, EPP 62 Eligibility Registers, and EPP 64 Recruitment Policy.

BACKGROUND:

The Board's July 2025 action initiated the phased transition of personnel administration from a code-based framework to a policy-based framework by removing selected personnel provisions from County Code and replacing them with updated Employee Policies and Procedures (EPPs). This multi-year modernization process will continue through 2027, allowing for systematic review of additional sections of Chapter 2.05 for removal and replacement.

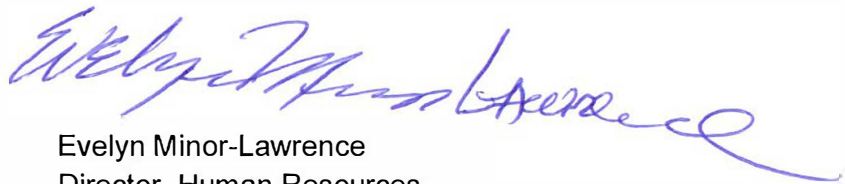
In alignment with this direction, staff now recommend removing County Code provisions related to recruitment and selection. On September 29, 2026, the County Administrator approved three new administrative policies, EPP 61 Candidate Selection, EPP 62 Eligibility Registers, and EPP 64 Recruitment Policy which consolidate and update language previously contained in County Code, outdated EPPs, and collective bargaining agreements.

As outlined in attachment A, removing several sections of County Code is necessary to maintain compliance with current County policy. Transitioning these provisions to EPPs ensures clarity, transparency, and administrative flexibility while consolidating personnel policies in a single, accessible location.

RECOMMENDATION:

Staff recommends the Board of County Commissioners hold the first public hearing November 5, 2026, addressing the removal of the identified sections of Chapter 2.05 including sections 2.05.070, 2.05.080, and 2.05.090, from the County Code, replaced by EPP 61, 62, and 64.

Respectfully Submitted,



Evelyn Minor-Lawrence
Director, Human Resources

Attachments:

- A. Personnel Ordinance Crosswalk
- B. EPP 61 Candidate Selection
- C. EPP 62 Eligibility Registers
- D. EPP 64 Recruitment Policy

Personnel Ordinance/ EPP 61, 62, and 64 Crosswalk

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
2.05.070 Selection	EPP 61 Candidate Selection EPP 64 Recruitment Policy	
2.05.070.1 Purpose Of Selection Process The purposes and goals of the selection process are: A. To provide a competitive system of filling positions in the County classified service with the best-qualified persons possible, based on job related factors; B. To provide qualified persons for County employment and promotions ensuring equal employment opportunity; C. To ensure that all selection procedures are valid, impartial and free from personal and political considerations; and D. To comply with the Federal Uniform Guidelines on Employee Selection Procedures. [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	
2.05.070.2 Job Announcements When establishing eligibility registers, the Department of Employee Services shall post job announcements in the office of the Department of Employee Services, County departments and other public places. The notice may include special requirements of the position and shall include: A. The title of the position; B. A brief statement of the duties; C. The salary grade or rate of pay; D. Minimum qualifications or requirements; E. Nature of the selection process; and F. Closing date for applications. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]	EPP 64 Recruitment Policy	
2.05.070.3 Selection Procedures The Department of Employee Services shall determine appropriate selection procedures in consultation with the department representative. In determining selection procedures, the Department of Employee Services shall consider: A. Analysis of job duties; B. Availability of applicants; C. Special problems of protected classes related to effective competition; D. Occupational standards; E. Professional selection procedures; and F. Supportable job related experience.	EPP 64 Recruitment Policy	

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
Selection methods shall be confined to the measurement of knowledge, skills and abilities necessary to perform the defined duties of the position. Any pertinent factor or trait which affects job performance may be included. The Department of Employee Services shall appoint, as needed, special raters to assist in selection procedures. Raters may be representatives of departments, the public, interested organizations, or other public jurisdictions who have been designated to administer and score selection procedures. All selection procedures shall be subject to continuous analysis for fairness and job relatedness in accordance with appropriate Federal and State regulations and professional standards. An appointing authority may request of the Director of Employee Services that a selection procedure be reviewed for fairness, job relatedness, or other defect. The Director of Employee Services may cancel or modify any part of the selection procedure or materials which he/she determines is not job related, is unfair, is confusing or otherwise is materially defective. The Director of Employee Services may at any stage of the selection procedure set the minimum passing score at a level designed to provide a sufficient number of candidates for further consideration. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]		
2.05.070.4 Types of Recruitments and Selection Procedures The use of an open and/or promotional/internal recruitment shall be determined by the Director of Employee Services in accordance with the provisions of these rules: A. Open: A recruitment in which any interested person may submit an application for employment. B. Open Continuous Recruitment: These recruitments will remain open and are not of a limited duration. An individual's name shall be removed from the eligibility register after a designated period of time, normally not less than six (6) months or more than one (1) year. Open continuous recruitments may be used when practical, as determined by the Director of Employee Services based on an assessment of the anticipated number of positions to be filled from the register and/or consideration of current labor market conditions. C. Promotional/Internal: Only employees of the County in the classified service may submit an application. A promotional/internal recruitment may be limited to a particular agency, or department, or part thereof. Such limitations shall be used only when justified by the presence of a number of qualified competitive candidates or by the specialized unique nature of work performed. Such limitations require approval by the Director of Employee Services. Promotive classifications established in conformance with 2.05.050.12, may require completion of the training and development criteria and time periods before becoming eligible to submit an application. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]	EPP 64 Recruitment Policy	
2.05.070.5 Need For Recruitment All vacancies in the Classified Service shall be filled by persons who have been qualified through the recruitment and selection process, except as otherwise provided by these rules. Departments have the responsibility to notify the Department of Employee Services as soon as a vacancy is anticipated and to provide them with a complete description of the duties of the position. Recruitments may be held when deemed appropriate by the Director of Employee Services. A recruitment need not reflect an immediately available vacant position. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09] 2.05.070.6 Publicity And Recruitment The Department of Employee Services shall administer a program of recruitment which will attract qualified persons to County employment including members of protected classes. Recruitment efforts will include contacts with	EPP 64 Recruitment Policy	

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
community groups, agencies, councils and individuals for purposes of soliciting applications from all segments of the population. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]		
2.05.070.6 The Department of Employee Services shall administer a program of recruitment which will attract qualified persons to County employment including members of protected classes. Recruitment efforts will include contacts with community groups, agencies, councils and individuals for purposes of soliciting applications from all segments of the population. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]	EPP 64 Recruitment Policy	
2.05.070.7 Minimum Requirements Minimum requirements established for a position shall be determined in accordance with legal requirements, classification specifications, duties of the position, occupational standards, the labor market and relevant past work experience. Such requirements shall be based upon an evaluation of the knowledge, skills and standards required for the position. Applicants may be required to submit additional information about their backgrounds, completion of courses of study or training or evidence of their possession of licenses or certificates. Applicants may be required to qualify in an employment related physical assessment tailored to job requirements. [Codified by Ord. 05-2000, 7/13/00]	EPP 64 Recruitment Policy	
2.05.070.8 Disqualification Of Applicants All applications shall be reviewed by the Department of Employee Services for eligibility and admission to the selection process. A person shall be disqualified from consideration: A. Who is not eligible under the provisions of these rules; B. Whose application was received after the closing date and time for accepting applications as specified in the job announcement, unless waived by the Director of Employee Services; C. Who does not meet the minimum qualifications as prescribed in the job announcement; D. Who does not meet the legal requirements as set forth in Federal, State or County law; or, E. Who has knowingly made a false statement in any material fact or has practiced or attempted to practice any deception or fraud in the application or selection process. Who did not complete the required elements of the employment application or supplemental application materials. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]	EPP 61 Candidate Selection	
2.05.070.9 Modification Or Suspension Of Selection Procedures A. If there are five (5) or fewer eligible competitors in any part of the selection process, subsequent parts may be modified or suspended. In such a case, referral may be made, provided that there is no existing eligible register and all eligible applicants are to be referred and interviewed by the appointing authority. B. If there are ten (10) or fewer applicants qualified for an open register following review by the Department of Employee Services, and there are no names on the layoff or promotional/internal register, an unranked open register may be developed. Except as provided below in this section, all applicants on the unranked open register will be referred and interviewed by the appointing authority. C. An unranked open register will not be used if it conflicts with the terms of applicable collective bargaining agreements.	EPP 62 Eligibility Registers EPP 64 Recruitment Policy	Language conflicts with new policy.

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
D. An unranked open register will not be used if, prior to the job announcement open date, a department director specifically requests a ranked open register for that recruitment. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 10-2004, 11/18/04; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 01-2011, 4/28/11; Amended by Ord. 05-2014, 9/25/2014]		
2.05.070.10 Consideration Of Qualifications The selection procedure(s) may be composed of one or several selection processes, which may be considered independently or jointly. Candidates may be required to be competitive at a prescribed level in the initial screening to advance in the selection process. [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	
2.05.070.11 Reapplication and Retesting Applicants may not reapply or retest for the same position more than once within a six, (6) month period. The Director of Employee Services may waive this restriction when warranted. [Codified by Ord. 05-2000, 7/13/00; amended by Ord. 05-2009, 10/29/09]	EPP 61 Candidate Selection	Language conflicts with new policy.
2.05.070.12 Written Exams Applicants may register objections to any question or answer which they believe unfair or incorrect within three (3) working days of the applicant completing the written test. Such objections shall be made to the Director of Employee Services. Items may be deleted on the basis of item analysis, administrative or clerical errors, and incorrect keying and valid objections of applicants prior to computing scores. Any such deletions shall be recorded together with the reasons for such deletion. The Director of Employee Services may remove such questions or make such alterations in the answer key. Any alterations made to the answer key shall be applied to the scoring of all applicable tests. [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	
2.05.070.13 Review Of Selection Results Applicants may review their results within fourteen (14) calendar days from the date on which the notice of results was mailed. The selection materials of applicants are not open to inspection by the public or by other applicants except as provided by law. [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	
2.05.070.14 Requests For Review Of Selection Procedures Requests for review may be made by any applicant to the Director of Employee Services on any part or process of the selection procedure as identified in 2.05.070.13 above. An applicant has fourteen (14) calendar days from the date selection results were mailed to file a Request for Review. The Director of Employee Services shall investigate the circumstances surrounding the request and take appropriate administrative action to resolve any complaints within the time frames set forth in 2.05.220.5 [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	
2.05.070.15 Appeals Of Selection Procedures In The Selection Process Written appeals of the Director of Employee Services' decision resulting from a claim of fraud or illegal discrimination in the selection process may be made to the Hearings Officer. Appeals to the Hearings Officer must be made in writing within thirty (30) calendar days from the date the Director of Employee Services mails the determination of the matter to the applicant. (See 2.05.210 for Appeals Procedures.) [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
2.05.070.16 Waiver Of Selection Process The selection process may be suspended and appointment made if transition to probationary/regular employment from a specially funded program is involved and the Director of Employee Services finds that competition is impractical. Such exception shall be requested in writing from the appointing authority stating the reasons for the suspension of the selection procedures. [Codified by Ord. 05-2000, 7/13/00]	EPP 61 Candidate Selection	Language conflicts with new policy.
2.05.080 Eligible Registers	EPP 62 Eligibility Register	
2.05.080.1 Types Of Eligible Registers Eligible registers are maintained in accordance with the County's classification of jobs. The types of eligible registers are: A. Open: A register which shall consist of persons who have successfully completed an open competitive selection process. The period of eligibility will normally be not less than three (3) months (unless the registers are exhausted) nor more than one (1) year. An open register may be a ranked open register, an unranked open register, or a banded open register 1. Ranked Register: A ranked register consists of applicants who have successfully completed an open competitive selection process and are listed in order of eligibility for hiring, with the highest scoring applicant at the top of the list, and other applicants ranked below in order of decreasing scores. 2. Unranked Register: An unranked register consists of 10 or fewer qualified applicants as described in section 2.05.070.9. 3. Banded Register: A banded register consists of applicants who have completed an open competitive selection process and are listed in up to four groups: band A, band B, band C, and band D. Applicants eligible for hiring consideration are listed in bands A, B or C. Applicants not eligible for hiring consideration are listed in band D. a. "Band A" applicants are the top applicants for first referral to the appointing authority for hiring consideration, based on the job-related criteria and preferences established at the time of the solicitation. Band A applicants meet the minimum qualifications and also possess the job-related preferences expressed in the solicitation, such as additional relevant education, training, skills, professional certifications, or experience (especially experience with the particular type of job duties expected for the position, and recent experience). b. "Band B" applicants are the next group of applicants for secondary referral to the appointing authority for hiring consideration, based on the job-related criteria and preferences established at the time of the solicitation. Band B applicants meet the minimum qualifications and have some of the job-related preferences expressed in the solicitation, such as additional relevant education, training, skills, professional certifications, or experience (especially experience with the particular type of job duties expected for the position, and recent experience). c. "Band C" applicants are the last group of applicants for referral to the appointing authority for hiring consideration, based on the job-related criteria and preferences established at the time of the solicitation. Band C applicants meet the minimum qualifications and have a lesser level of the job-related preferences expressed in the solicitation, such as additional relevant education, training, skills, professional certifications, or experience (especially experience with the particular type of job duties expected for the position, and recent experience).	EPP 62 Eligibility Register	Timeline language conflicts with new policy.

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
d. "Band D" applicants are those who are not competitive at the level required to advance in the selection process. This group will not be eligible for hiring consideration, based on the job-related criteria and preferences announced at the time of the solicitation. e. Banded registers will be used only upon request of the appointing authority and approval by the Director of Employee Services. Such approval will be granted only where sufficient job-related hiring criteria and job-related preferences have been developed to assure the job-related validity of the selection process. The hiring criteria and preferences must be established at the time the solicitation is made. f. When a banded register is developed, the Department of Employee Services will refer eligible candidates to the appointing authority only by referring all names within a band (whether band A, band B or band C). A single band or multiple bands may be referred at one time. An appointing authority must apply the same selection process in the consideration of all applicants within the band (whether band A, band B or band C) when considering applicants from a banded register for hiring. g. Veterans' preference as provided in section 2.05.070.17 will be applied to a banded register by moving an eligible veteran in band C or band B up one band, or by moving an eligible disabled veteran in band C up two bands. As provided in ORS 408.230, veterans' preference is not a requirement that a veteran be appointed, but if the selection process applied by an appointing authority to members of a band after the preference has been applied results in an equal evaluation for a veteran and non-veteran, then the veteran shall be appointed. h. Affirmative action as provided in 2.05.090.2(B) will be applied to a banded register, where there is a hiring goal contained in the current County Affirmative Action Plan for the category in which the job vacancy exists, by moving up by one band all applicants who are from that group for which hiring goals exist and who are in band C or band B; provided however that no applicants will be moved up into a band if there are already at least 5 applicants from that group present in that band. B. Promotional/Internal: A register which shall consist of employees who have successfully completed a promotional/internal selection process. Promotional/internal registers shall remain in effect for not less than eighteen (18) months or more than twenty-four (24) months. Promotional/internal registers for non-represented positions shall remain in effect a minimum of six (6) months and may be extended for up to twenty four (24) months upon approval of the Director of Employee Services. C. Layoff: A register which shall consist of previous employees who had attained regular status with the County and were displaced from their position due to layoff or reduction in force, current employees who exercised voluntary demotion in lieu of layoff, or employees who failed to pass the probationary period for a higher level position as a result of reclassification or trainee program. The period of eligibility will be two (2) years from the effective date of the action which placed the individual on the layoff register. [Codified by Ord. 05-2000, 7/13/00; Subsection A amended by Ord. 10-2004, 11/18/04; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 01-2011, 4/28/11]		
2.05.080.2 Placement Of Names On Eligible Register The name of any person who has qualified for County employment or advancement must be placed on an appropriate eligible register, unless otherwise stated by these rules. Persons who have completed six (6) months of continuous service in a classified position and are on an open register for a higher classification may be transferred, on request of the applicant, to an existing promotional/internal register for the higher level classification. The period of eligibility shall not be extended by such transfer.	EPP 62 Eligibility Register	

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
[Codified by Ord. 05-2000, 7/13/00]		
2.05.080.3 Removal Of Names From Open Eligible Register Names shall be removed from any eligible register after appointment, or at the end of the eligibility period. The acceptance of temporary work by persons on eligible registers shall not affect their referral for regular positions. The Director of Employee Services may remove from an open eligible register the names of persons: A. Who have declined three (3) appointments from any one eligible register; B. Who are considered, but not appointed after one(1) referral, provided however that the person shall only be removed from the particular eligibility register sent to the requesting appointing authority and shall remain on the master eligibility list for that job classification (if applicable) with respect to other appointing authorities; C. Who fail to respond to the referral notice within seven (7) calendar days from date notifications were mailed; D. Who fail to appear for a job interview; E. Who have failed to answer an availability inquiry within seven (7) calendar days; F. Who have failed to keep the Department of Employee Services informed of their address; G. Whose reasons for waiving referral or appointment are not satisfactory as determined by the Director of Employee Services; H. Who are determined to be unqualified by the Director of Employee Services based on their previous employment record; I. Who fail to meet minimum requirements, employment related physical standards, background/criminal history check or for any valid cause relating to their character and ability to perform satisfactorily on the job; or, J. Who have failed to comply with conditions of employment as a County employee. All persons whose names are removed from an open eligible register for cause shall be so notified in writing and shall have the right of review by the Director of Employee Services. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07.2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 01-2011, 4/28, 2011]	EPP 62 Eligibility Register	Language conflicts with new policy.
2.05.080.4 Removal And Replacement Of Names From Promotional/Internal Eligible Register A. Names shall be removed from the promotional/internal eligible register upon resignation or termination of the employee from County employment. The Director of Employee Services may also remove names of persons: 1. Who have declined three (3) appointments from any one promotional/internal register; 2. Who are considered, but not appointed after three (3) referrals; 3. Who fail to respond to the referral notice within seven (7) calendar days from date of notification; 4. Who fail to appear for a job interview; 5. Who have failed to answer an availability inquiry within seven (7) calendar days; or, 6. Who have failed to keep the Department of Employee Services informed of their address. B. Persons who have been referred and fall into one of the following categories shall remain on the promotional/internal eligible register for future referrals, but shall have their name replaced on the current referral list: 1. Whose reasons for waiving referral or appointment are not satisfactory as determined by the Director of Employee Services;	EPP 62 Eligibility Register	Language conflicts with new policy.

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
2. Who are determined by the Director of Employee Services to be unqualified based on their previous employment record; 3. Who fail to meet minimum requirements, medical standards, or for any valid cause relating to their character and ability to perform satisfactorily on the job; or, 4. Who have failed to comply with conditions of employment as a County employee. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]		
2.05.080.5 Restoration To Eligible Register The Director of Employee Services may restore the name of a person to the eligible register. Any restoration shall not extend the period of eligibility. [Codified by Ord. 05-2000, 7/13/00]	EPP 62 Eligibility Register	
2.05.080.6 Extension Of Eligibility The Director of Employee Services may extend, renew or reactivate the eligibility of persons qualified for a period not to exceed two (2) years from the first date of eligibility, provided however that eligibility may be extended for a period not to exceed five (5) years for an applicant who is a member of the U.S. Armed Forces, National Guard or Reserves who is deployed for military service, and is released from service under honorable conditions. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]	EPP 62 Eligibility Register	
2.05.080.7 Inactive Status Applicants whose names are on the eligible register may request inactive status and their names shall be removed from the active eligible register. Upon notification, such names may be restored to the active eligible register for the remaining period of eligibility. Eligibility shall not be extended by reason of such inactivity. [Codified by Ord. 05-2000, 7/13/00]	EPP 62 Eligibility Register	
2.05.090 Referral Of Eligibles	EPP 62 Eligibility Register	
2.05.090.1 Referral Process The appointing authority shall request referral by submitting a position requisition which contains information necessary for the proper and prompt filling of positions. Upon receipt of the requisition, the Director of Employee Services shall order referral of persons from the appropriate eligible register in accordance with the provisions of this chapter and position control. The appropriate eligible register shall be determined by the classification of the position and special qualifications required to perform the duties of the position. If Eligibles fail to respond to a contact letter by either phone or mail within seven (7) calendar days of the County's mailing of the notification, they may be considered to have declined the position. [Codified by Ord. 05-2000, 7/13/00] 2.05.090.2 Referral From Eligible Registers A. The order in which eligible registers shall be used for referrals is as follows: 1. Layoffs register; 2. Promotional/internal register; 3. Open register.	EPP 62 Eligibility Register	Language conflicts with new policy.

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
The combined number of names referred from all registers shall not exceed the number of vacancies plus four (4), except as provided in subsection B of this section. B. Any regular employee who has submitted a written request for transfer or demotion may be referred for all regular openings, in addition to those normally referred. When tied scores exist between persons referred and those remaining on the eligible list, all persons with tied scores shall be referred. If eligibles fail to respond within seven (7) calendar days from notification, the appointing authority may request additional names to be referred. The appointing authority may specify requirements of particular experience, education, skill or ability, when it is deemed that such requirements are necessary for the position. If, after a review of the duties and responsibilities of the position, the Director of Employee Services finds the requirements essential for successful performance, only the names of individuals possessing those qualifications will be referred. Up to ten (10) names will be referred when an unranked open register is used pursuant to §2.05.070.9. The Director of Employee Services will refer additional qualified applicants to be considered for employment if there is a required hiring goal(s) contained in the current County Affirmative Action Plan for the category in which the job vacancy exists, and there are no names on the layoff register or promotional/internal register for the position. In such cases, the Director of Employee Services shall refer enough names (if available) in addition to those referred according to normal register procedures to result in a referral of a total of five (5) applicants from all the protected groups collectively for which required hiring goals for that category exist. Referral of additional qualified applicants will not occur if it would conflict with the terms of applicable collective bargaining agreements. If a banded register has been requested by the appointing authority and approved by the Director of Employee Services, names may be referred from the banded eligibility register as provided in section 2.05.080.1(A)(3). [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 10-2004, 11/18/04; Amended by Ord. 07.2005, 11/3/05; Amended by Ord. 01-2011, 4/28/11]		
2.05.090.3 Referral For Trainee Purposes The appointing authority and the Director of Employee Services may consent to use an eligible register for a lower grade classification in order to fill the higher level position with a trainee if the rationale to do so is consistent with the County approved Affirmative Action Plan. Any "trainee appointment" shall be documented by identifying the proposed length of the training period prior to the employee's advancement to the full job level. Those individuals appointed as trainees under 2.05.090.3 shall receive a copy of said documentation. [Codified by Ord. 05-2000, 7/13/00]	EPP 62 Eligibility Register	
2.05.090.4 Insufficient Names When the total number of names on the available eligible register is fewer than five, (5), or a banded register has fewer than five (5) names on the A, B, and C bands, the appointing authority may elect to: A. Make a probationary appointment from those referred, or B. Accept referral of additional names from the most nearly appropriate eligible register as determined by the Director of Employee Services, or C. Request a provisional appointment, pending establishment of a new eligible register, and call for a new recruitment. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 01-2011, 4/28/11; Amended by Ord. 05-2014, 9/25/14]	EPP 62 Eligibility Register	Language conflicts with new policy.

Personnel Ordinance Language Requesting Removal	Relevant New EPP	Notes
2.05.090.5 Acceptance Of Referral In Lower Classification The Director of Employee Services may refer an eligible candidate to a position in a lower or parallel classification. Such a position must have similar duties and responsibilities. A lower classification referral shall not deprive an eligible candidate of referral rights on the eligible register for the higher classification. [Codified by Ord. 05-2000, 7/13/00]	EPP 62 Eligibility Register	

**Clackamas County Policy**

Name of Policy	Candidate Selection	Policy #	EPP 61
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	9/29/2026
Policy Owner Position	Human Resources Director	Approved Date	9/29/2026
Approved By	Gary Schmidt, County Administrator	Next Review Date	9/27/2029

I. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the selection of candidates for open regular status positions within the County's classified service. This policy applies to all departments and offices hiring for positions served by Human Resources unless otherwise specified or in conflict with an applicable bargaining agreement.

II. AUTHORITY

County Code 2.09.060 authorizes the County Administrator to draft administrative rules and implement operational policies.

III. GENERAL POLICY

Clackamas County is committed to a fair candidate selection process to result in the retention of a well-qualified workforce. In accordance with state and federal law, the County is an equal opportunity employer.

The purposes and goals of the selection process are:

- To provide a competitive system for filling vacant positions in the classified service with the best-qualified persons, based on job-related factors,
- To provide equal employment opportunity to all job seekers,
- To ensure that all selection procedures are valid, impartial, and free from personal and political considerations; and
- To comply with applicable federal, state, and local laws, as well as applicable collective bargaining agreements.

IV. DEFINITIONS

Applicant: An individual who has submitted an application for a posted vacant position with the County via the approved application process.

Candidate: An individual who has applied for a vacant position and has been deemed to have met the minimum qualifications of the position for which they have applied.

Eligibility Register: A list of qualified candidates who have successfully completed the selection process for a position.

Applicant Tracking System (ATS): Online computer-based system used to track and manage applicants and candidates moving through the recruitment, selection, and hiring processes. This system is also used for applicants to view and apply for available vacant positions.

Hiring Authority: The individual in a position of management with the authority to make a hiring decision.

Reapplication and Retesting: The minimum amount of time an applicant must wait to reapply or retest for the same position.

V. POLICY GUIDELINES

All vacant regular status positions in the County will be filled by persons who have demonstrated they are qualified through a recruitment and selection process in compliance with County policies, except as otherwise specified in this policy. See EPP 64 Recruitment Policy for more information on the County recruitment and selection process.

A. Selection Methods

Recruitment and Selection will determine appropriate selection methods for a vacant position in consultation with the hiring authority. In determining selection methods, Recruitment and Selection will consider required minimum qualifications and, if applicable, preferred qualifications.

Selection methods will consist of the evaluation of candidates' experience, knowledge, skills, and abilities necessary to perform the defined duties of the position. Any relevant skills or competencies, including technical, interpersonal, communication, and/or behavioral may be included in the evaluation.

All selection methods are subject to review by Human Resources for fairness and job-relatedness, in accordance with appropriate federal and state regulations and professional standards. A hiring authority may request that the Director of Human Resources or their designee review, a selection method for fairness, job relatedness, or another deficiency. The Director of Human Resources or their designee has ultimate authority to determine appropriate selection methods and/or materials and may cancel or modify any part of the selection process or materials which they determine are not job-related, unfair, unclear, or otherwise inappropriate.

Qualified veterans will be granted Veterans' Preference in compliance with Oregon Revised Statutes 408.230. See EPP 43 Veterans' Preference Points for details.

B. Application Screening

Hiring authorities are responsible for reviewing applications for vacant positions through the online Applicant Tracking System (ATS).

All applicants must apply through the ATS during the time period the position is posted to have their application considered for employment with the County.

Applicants who do not demonstrate possession of all required minimum qualifications for the position are not eligible to move further in the selection process. Their application will be inactivated, and their application will not receive further consideration.

Applicants who demonstrate all required minimum qualifications and any additional criteria used in the selection process for the position may be placed on an eligibility register for that position. See EPP 62 Eligibility Register for more information on use of the Eligibility Registers during the recruitment and selection process.

Recruiters will work with the hiring authority to determine which candidates will be selected for interviews and/or further skills testing, based on the posted job-related qualifications and their standing on the eligibility register, if applicable.

C. Interviewing

All candidates referred to the hiring authority for a department interview will be invited to interview. Refer to EPP 23 Candidate Interviewing for additional information.

D. Applicant Assessments

The County may use a variety of knowledge and skill assessments to evaluate applicants' skills relevant to the minimum or preferred qualifications for positions. Assessment methods will assist departments with determining the most qualified candidate for the position. These may include, but are not limited to any of the following:

- Typing skills test.
- Proficiency testing for relevant computer software applications, data entry, proofreading, etc.
- Scenario-based video and written tests.

- Industry standard, position-specific testing, that may include multiple test modules and language proficiency testing (i.e., bilingual).

The same assessments and scoring methods must be used for all candidates at the same stage in the selection process. Candidates who fail an assessment will not be permitted to retake the assessment during the same recruitment process, but will be permitted to complete it again if the position is opened in the future for a new selection process.

The Recruiter may assist departments and offices with establishing procedures and practices for assessment. Recruitment and Selection will review, validate and approve all skills assessments to ensure they are relevant to the position. Skills assessments are typically administered by Recruitment and Selection.

A candidate may request previous test results be applied to a new position requiring testing so long as the tests are exactly the same. Testing results are good for up to twelve (12) months. This does not apply to pre-employment checks or bilingual testing.

Pre-employment checks, as applicable, would occur post-offer such as physical capacity test, driving record check, drug testing, and/or criminal background checks.

1. Applicant Objections to Written Tests

Applicants may submit to the Recruitment and Selection Manager an objection to any question or answer which they believe to be unfair or incorrect within three (3) working days of the applicant completing a written test. Such objections shall be made to the Director of Human Resources or their designee. Items may be deleted on the basis of administrative or clerical errors and valid objections of applicants, prior to computing scores on the test for the candidate. Any deletions shall be recorded along with the reason for the deletion. If the Director of Human Resources or their designee decides to remove a question or make an alteration to the answer key, such shall be applied to the scoring of all applicable tests.

E. Waiver of Selection Process

The selection process for a position may be suspended and an appointment made if a transition to probationary/regular employment from a specially funded program (for example, grant funded) is warranted, and the Director of Human Resources or their designee finds that a competitive recruitment is impractical. Such exception will be requested in writing by the hiring authority stating the reasons for the suspension of the selection procedures.

F. Candidate Communication

The hiring authority is responsible for ensuring communication is occurring with candidates throughout the selection process. Upon completion of the recruitment and selection process, all candidates must be notified of their status and that the recruitment process has been closed. Recruiters can assist with external candidate communication upon request.

G. Extending the Conditional Offer of Employment

Upon determining the final candidate for the position, the hiring authority is responsible for communicating that decision to their recruiter. The recruiter will work with the hiring authority to conduct a salary placement assessment in preparation for extending an offer of employment.

The hiring authority or their designee will verbally extend the conditional offer of employment. Recruiters can provide support and scripting resources for the verbal offer.

Upon acceptance of the verbal offer, it will be followed up with a written offer in accordance with EPP 29 Appointment Letter for New Employees.

H. Review of Selection Results or Procedures

Applicants may request to review their results within fourteen (14) calendar days from the date on which the notice of results was sent. The selection materials of applicants are not open to inspection by the public or by other applicants except as provided by law. Results would be limited to that candidate and some information may be redacted to maintain the integrity of the recruitment process.

Requests for review may be made by any applicant to the Director of Human Resources or their designee, on any part or process of the selection procedure. The Director of Human Resources or their designee will review the circumstances surrounding the request and take appropriate administrative action to resolve any complaints.

I. Selection Process Appeals

Written appeals of a decision made by a hiring authority resulting from a claim of fraud or discrimination in a selection process may be made to the Director of Human Resources. Appeals to the Director of Human Resources must be submitted thirty (30) calendar days from the date the candidate was first informed of the determination.

J. Record Keeping

Recruitment and Selection will retain all records related to recruitments conducted through the ATS, as well as all County employment applications that are processed through Recruitment and Selection.

Applicant information will be retained and tracked in the ATS. Recruitment and Selection and hiring authority must accurately record and update the status of all candidates throughout the recruitment process utilizing this system.

K. Reapplication and Retesting

Applicants may be required to wait six (6) months before reapplying or retesting for the same position, or for a position with the same required minimum qualifications. Other restrictions may apply for failing pre-employment requirements and/or department-specific requirements.

VI. PROCESS AND PROCEDURES

A. Applicant Screening

- Upon submission of an online application in the ATS, the hiring authority will review applications for employment passing the initial screening for required minimum qualifications and any additional screening criteria. The designated Recruiter may assist with this process with initial attention focused on screening for minimum qualifications for the position.
- Applicants who do not meet all minimum qualifications for a position will be notified of the status of their application through the ATS by the assigned Recruiter.
- Recruitment and Selection may establish eligibility lists for classified positions and will place applicants on the lists, as appropriate.
- If there is a sufficient pool of applicants that meet all minimum qualifications for the position, the Recruiter and hiring authority will work together to prioritize the candidates based on how well they meet the qualifications. See EPP 62 Eligibility Register for details.
- Veterans' Preference points are applied and tracked by Human Resources.

B. Determining Job Offers

- Upon receiving notification from a hiring authority of a candidate selected for a position, the assigned Recruiter will confirm relevant experience of the candidate for the position.
- The Recruiter will then submit the information on the candidate's experience to the Classification and Compensation Team for use in determining a salary offer, Classification and Compensation will provide an approved salary offer to the Recruiter and the hiring authority for use in extending the conditional job offer.

VII. ACCESS TO POLICY

Access to this administrative policy shall be as follows:

- Filed in the County's policy management system.
- Posted to the County's internet.

VIII. ADDENDA

N/A

Actions on this Policy:

Original Policy effective date: 9/29/2026

Amended Policy effective dates:

**Clackamas County Policy**

Name of Policy	Eligibility Registers	Policy #	EPP 62
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	9/29/2026
Policy Owner Position	Human Resources Director	Approved Date	9/29/2026
Approved By	Gary Schmidt, County Administrator	Next Review Date	9/27/2029

I. PURPOSE AND SCOPE

This policy provides guidance on the use of eligibility registers in the recruitment and selection process. This policy applies to all applicants for classified positions with the County.

II. AUTHORITY

County Code 2.09.060 authorizes the County Administrator to draft administrative rules and implement operational policies.

III. GENERAL POLICY

Eligibility registers are established in the selection process for vacant classified positions.

Qualified candidates are placed on the eligibility register when they have successfully completed a selection process.

IV. DEFINITIONS

Open Register: An open register consists of all applicants who have successfully completed an open competitive selection process. An open register may be a ranked register or an unranked register.

Ranked Register: A ranked register consists of applicants who have demonstrated possession of all minimum qualifications and any applicable screening criteria. Rank placement will determine which applicant(s) will be advanced to the interview process.

Unranked Register: An unranked register consists of all applicants who demonstrate possession of all minimum qualifications and will be advanced to the interview process.

Promotional Register: An eligibility register consisting of current employees who have successfully completed a promotional/internal selection process.

Internal Register: An eligibility register consisting of current employees who have successfully completed an approved internal selection process.

Layoff/ Recall Register: A register consisting of previous employees who had attained regular status with the County and were displaced from their positions due to layoff or reduction in force or current employees who exercised voluntary demotion in lieu of layoff.

V. POLICY GUIDELINES**A. Eligibility Periods**

Open and Internal Registers: The period of eligibility will be three (3) months (unless the registers are exhausted) but no more than one (1) year.

Promotional Registers: The period of eligibility will be three (3) months. Promotional registers may be extended for up to two (2) years for hard-to-fill positions or established promotional path classifications, upon approval of the Recruitment Manager.

Layoff/ Recall Registers: Provided by EPP 37, the period of eligibility will be two (2) years from the effective date of the action that placed the individual on the layoff register unless otherwise stated within a Collective Bargaining Agreement.

B. Placement Of Names On Eligibility Register

The name of any person who successfully completed a selection process for County employment or promotion must be placed on an appropriate eligibility register unless otherwise stated in this policy.

Persons who have completed six (6) months of continuous service in a classified position and are on an open register for a higher classification may be added, on request of the applicant, to an existing promotional/internal register for that specific higher-level classification. The added applicant's period of eligibility on the promotional/internal register will not be extended beyond the original expiration date.

C. Referral From Eligibility Registers

The order in which eligibility registers will be used for referrals is as follows:

1. Layoff register
2. Promotional or internal register
3. Open register

The following applies to ranked registers:

1. The combined number of names referred from all registers shall not exceed the number of vacancies plus four (4).
2. Any regular employee who has submitted a written request for transfer or demotion may be referred for all regular openings, in addition to those normally referred.
3. When tied scores exist between persons referred and those remaining on the eligible list, all persons with tied scores shall be referred.

D. Acceptance of Referral in Lower Classification

The Director of Human Resources or their designee may refer an eligible candidate to a position in a lower or parallel classification. Such a position must have similar duties and responsibilities. A lower classification referral shall not deprive an eligible candidate of referral rights on the eligible register for the higher classification.

E. Candidate Preference

- Recruitment and Selection will provide the hiring authority with tools and methodologies to appropriately screen and rank candidates to be placed on an eligibility register. Certain candidates may be given preference over other candidates as identified in the Collective Bargaining Agreements or further in this policy.
- Veterans' Preference in accordance with any applicable ORS and provided by EPP 43 Veterans' Preference.
- Internal candidates represented by certain Collective Bargaining Agreements must be afforded an interview if they are on an eligibility register for a position in accordance with applicable Collective Bargaining Agreement.

F. Removal or Replacement of Names from an Open, Promotional, or Internal Eligibility Register

- a) A candidate's name will be removed from an eligibility register once they are appointed to a position or at the end of their eligibility period. The acceptance of temporary work by a person on an eligibility register will not affect their referral for regular status positions. A candidate's name will be removed from the promotional or internal eligibility register upon resignation or termination of the employee from County employment or at the end of the promotional or internal eligibility period.

The Director of Human Resources or their designee may also remove names of persons:

1. Who have declined a job offer from any one (1) open, promotional, or internal register.
2. Who are considered, but not appointed after one (1) referral to an open eligibility register.

3. Who are considered, but not appointed after three (3) referrals for a promotional opportunity.
4. Who fail to respond to a referral notice within three (3) business days from the date of notification.
5. Who fail to appear for a job interview.
6. Who fail to answer an availability inquiry within three (3) business days.

b) Removal from eligibility register may also be made for persons:

1. Whose reasons for waiving referral or appointment are not satisfactory as determined by the Director of Human Resources or their designee.
2. Who are determined by the Director of Human Resources or their designee to be unqualified based on their previous employment record.
3. Who fail to demonstrate that they meet the minimum requirements, or for any valid cause relating to their character and ability to perform satisfactorily on the job.
4. Who fail to comply with conditions of employment as a County employee.
5. Who request to be removed from an eligibility register.

All persons whose names are removed from an open eligibility register for cause will be notified in writing and will have the right of review by the Director of Human Resources or their designee if requested within fourteen (14) calendar days of the effective date of removal.

G. Reinstatement To Eligibility Register

The Director of Human Resources or their designee has the authority to reinstate a person to an eligibility register for which they had been placed. Any reinstatement will not extend the period of eligibility.

H. Use of Active Eligibility Registers

Hiring authorities have the option to hire directly from an active eligibility register so long as:

- The classification for which the eligibility register is established, and the vacant classification and position's minimum qualifications are similar.
- The classification for which the eligibility register is established is part of a series, and the hiring authority would like to fill a lower classification/position within that same series.
- The position status (ex. full-time/part-time, regular, limited-term, etc.) is the same.

Should a hiring authority not wish to use an active eligibility register, they may proceed with a new recruitment and those on the active eligibility register may apply for the newly opened recruitment.

VI. PROCESS AND PROCEDURES

Referral Process

Any hiring authority wanting to use an active eligibility register for the same classification in which they have a vacancy and have the same qualifications required to perform the duties of the position should request the referral by submitting a Job Opening Request. Upon receipt of the request and prior to a recruitment going live, Recruitment and Selection will refer persons from the appropriate eligibility register in accordance with this policy.

VII. ACCESS TO POLICY

Access to this administrative policy shall be as follows:

- Filed in the County's policy management system.
- Posted to the County's internet.

VIII. ADDENDA

N/A

Actions on this Policy:

Original Policy effective date: 9/29/2026

Amended Policy effective dates:

Clackamas County Policy

Name of Policy	Recruitment Policy	Policy #	EPP 64
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	9/29/2026
Policy Owner Position	Human Resources Director	Approved Date	9/29/2026
Approved By	Gary Schmidt, County Administrator	Next Review Date	9/27/2029

I. PURPOSE AND SCOPE

This policy provides direction for recruiting candidates for open positions within the County. This policy applies to all departments and positions unless otherwise specified and where not in conflict with an applicable Collective Bargaining Agreement or the County's Personnel Ordinance.

II. AUTHORITY

County Code 2.09.060 authorizes the County Administrator to draft administrative rules and implement operational policies.

III. GENERAL POLICY

As an Equal Opportunity Employer, Clackamas County has an open and competitive recruitment process to fill employment vacancies. All recruitments shall be open and competitive unless:

- A strong business case can be made by a department director for an internal-only recruitment.
- The position is part of a classification series with an approved classification advancement path and has specific parameters on who can apply.

IV. DEFINITIONS

Applicant Tracking System (ATS): The software system used to advertise open positions, collect applications, and process applicants for hire and promotional opportunities.

Classification Advancement Path: A written training and development program that establishes the training criteria which an employee is expected to meet prior to advancement within a classification series.

Equal Employment Opportunity (EEO): Consistent with state and federal law, employment opportunities must be afforded equally to all individuals regardless of any protected characteristics. This principle applies to all aspects of employment including recruiting, hiring, promotion, termination, or compensation for all positions.

Internal Recruitment: A recruitment in which only current employees of the County may apply. An internal recruitment may be limited to a particular department, division, or work group. Such limitations will be used only when justified by the presence of sufficiently qualified candidates. Such limitations require approval by the Director of Human Resources or their designee. Unless prohibited by a Collective Bargaining Agreement, limited term, temporary, and seasonal employees are eligible to compete in internal recruitments if they were originally hired through a competitive process administered by Human Resources.

Job Opening (JO) Request: A request to fill an existing vacant or new position that is used to initiate a recruitment process.

Open Competitive Recruitment: A recruitment in which any interested person may apply for employment consideration.

Open Until Filled Recruitment: A recruitment that does not have a set closing date but utilizes application review date(s) and remains open until the position is filled.

V. POLICY GUIDELINES

Vacant positions in the Classified Service will be announced through a defined recruitment process, so that eligible applicants have the opportunity to apply, except as otherwise limited by this policy.

Hiring authorities have the responsibility to notify the Recruitment and Selection Division of Human Resources as soon as a vacancy is anticipated, and they are ready to have it filled. Hiring authorities are responsible for ensuring an up-to-date Position Classification Questionnaire (PCQ) is on file with Human Resources.

Recruitments will be conducted when deemed appropriate by the Director of Human Resources or their designee. A recruitment may be initiated in advance of a position becoming vacant so long as the current incumbent has provided a notice in writing of their intent to retire or resign from the position.

A. Job Opening (JO) Request

All JO requests must go through the proper approval processes and must include all required information before being submitted to Recruitment and Selection to begin the recruitment.

B. Required Minimum Qualifications

Required minimum qualifications will be established for a position in accordance with legal requirements, the appropriate classification specification, the duties of the position, and occupational standards. Such qualifications will be based upon an evaluation of the knowledge, skills, and standards required for the position. Applicants may be required to submit additional information about their backgrounds, evidence of completion of courses of study or training, or evidence of licenses or certificates. Applicants are required to meet employment-related requirements.

C. Waiver of Recruitment for Direct Appointment

Under unique and limited circumstances, exceptions to waive an open competitive recruitment process for regular status positions not currently covered under a Collective Bargaining Agreement to allow hiring an employee directly may be requested and will be reviewed on an individual basis to meet the business needs and goals of the department and the County. A recruitment may not be waived for direct appointment for positions that are represented.

The Director of Human Resources may approve a recruitment process waiver request when one or more of the criteria below applies and is accompanied by a strong business case, the position is a non-represented position, and being filled by a non-represented candidate:

- The candidate meets all required minimum qualifications and has highly specialized and unique skills and/or experience required for a critical position which otherwise would be challenging/difficult to acquire from a competitive recruitment.
- The candidate was previously employed by the County in the job which is now open and is eligible to be rehired. A candidate has been deemed eligible through a competitive selection process but was not appointed and the same role or similar role becomes vacant in the following twelve (12) months. This would fall outside of reinstatement.
- There is a high demand for and a short supply of qualified individuals in the relevant recruitment area and having the position vacant poses a risk to the organization.
- A recent recruitment was done, and no viable candidates were selected to fill the vacancy.
- A direct appointment is needed as a result of a department reorganization.

VI. PROCESS AND PROCEDURES

A. Job Opening (JO) Request

1. Approval to fill a new or existing position is the first step to get the recruitment process started. JO requests must be submitted to the Recruitment and Selection Division of Human Resources and must include all necessary information. JO requests must be signed/approved by the budget authority or designee prior to submitting the request. JO requests should only be submitted to Recruitment and Selection when a department is ready to initiate a recruitment.
2. Hiring authorities should review the Position Classification Questionnaire (PCQ) prior to the start of any recruitment to ensure it is current and valid. PCQs are retained in HR in a digital format. A copy of the most recent PCQ for a position can be requested through Classification and Compensation.

3. The hiring authority will work with the assigned Recruitment and Selection Business Partner to develop the job announcement once the approved JO request is processed.

B. Posting a Job for Recruitment

- The Recruitment and Selection Division of Human Resources is responsible for County-wide recruitment announcements.
- The job announcement will accurately reflect the scope, responsibilities, required minimum qualifications, and preferred qualifications of the position. Each job announcement will include the following:
 - The position title,
 - A summary of the position (job introduction),
 - A description of duties,
 - A pay range,
 - Summary of benefits,
 - Required minimum qualifications and, if applicable, preferred qualifications,
 - Closing date or application review date (open until filled recruitment).
- Job announcements are typically posted on the Clackamas County Career Page and will be posted in accordance with Collective Bargaining Agreements, if applicable. Each job announcement will be posted for a minimum of seven (7) calendar days. Upon posting the announcement, the position is considered open for applications.
- The hiring authority may decide to cancel a recruitment or not to fill a position at any time per business need. When a hiring authority decides to cancel an open recruitment, they will notify their Recruitment and Selection Business Partner and will ensure all candidates are notified of such cancellation.

C. Process to Request an Internal Recruitment

1. A request for internal recruitment should be sent via email from the Department Director or their designee to the Recruitment Manager or their designee.
2. The request must include:
 - a. The department's business case providing the reason(s) to justify limiting or restricting the recruitment to internal applicants only.
 - b. The type of internal recruitment being requested (County-wide, department-only, division-only). The more limited/restrictive the request, the stronger the business case must be.
3. The Recruitment Manager or their designee will review the request for internal recruitment.
4. The Recruitment Manager or their designee will forward the request to the Director of Human Resources, who will review and have the final authority to approve or deny the request.

D. Process to Request a Waiver of Recruitment for Direct Appointment

1. Requests for waivers of the recruitment process must be submitted and approved through the position approval request process.
2. Waiver requests must provide a written, detailed rationale for the request based on the criteria set forth in this policy. The request must also be signed/approved by the Department Director and submitted to the Recruitment Manager.
3. A resume of the candidate must be submitted for review with the request along with an organizational chart.
4. The Recruitment Manager will review each request and recommend approval or denial to the Director of Human Resources.
5. The Director of Human Resources has the final authority to approve or deny the request.

E. Sourcing & Recruitment Costs

The Recruitment and Selection Division of Clackamas County's Human Resources Department promotes job opportunities to attract a diverse and qualified workforce. This includes advertising on job boards, collaborating with agencies, and position-specific outreach strategies. Hiring authorities should consult with their Recruitment and Selection Business Partner to determine appropriate advertising

sources for each vacancy. Standard recruitment advertising costs are covered by Recruitment and Selection, while expenses beyond standard methods must be funded by the hiring department.

F. Record Keeping

Recruitment and Selection will retain all recruitment-related records for each position recruited for through the Applicant Tracking System and in accordance with EPP 42 and the Recruitment and Selection records retention schedule.

VII. ACCESS TO POLICY

Access to this administrative policy shall be as follows:

- Filed in the County's policy management system.
- Posted to the County's internet.

VIII. ADDENDA

N/A

Actions on this Policy:

Original Policy effective date: 9/29/2026

Amended Policy effective dates: