

JOB POSTING 110*Effective Date: 02/01/2016*

Cass County provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

In general, notices of all job openings are posted, although Cass County reserves its discretionary right to not post a particular opening. Similarly, in the interests of trying to locate the strongest possible candidates for every position, we may post positions both internally and externally at the same time.

Job openings will typically be posted on the employee bulletin board, but posting depends on the Department. All positions are posted with North Dakota Job Services as well. To apply for an open position, employees should submit a job application to the Human Resources Department. Job openings for Social Services are posted in the State Merit system's website and applications should be submitted according to that website.

Cass County recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

While Cass County prefers to fill open positions with current employees who express interest in the positions, Cass County may advertise open positions outside the organization at the same time as they are posted internally, and may choose to hire an external candidate over a current employee if Cass County, at its sole discretion, determines that the external candidate best meets the needs of the position.

Promotions or Transfers

Employees interested in promotion or transfer must submit a completed internal application form to be considered for a new position. Employees are not guaranteed a promotion simply because a vacancy may occur. Instead, promotions will be based on information documented by this performance evaluation process, including outstanding work performance, levels of skills and training, demonstrated reliability, the employee's current disciplinary status, as well as position availability, the qualifications of external candidates, if applicable.

Cass County reserves the right to transfer employees if it is in the best interest of the County. In the event an employee accepts a transfer, the employee must notify their current Department Head. The transfer will be negotiated between the Department Heads but will be delayed no longer than 30 days.

Posting jobs

All vacant positions, including temporary positions, must have a staff requisition form signed by the Portfolio Commissioner and the Commission Chairman prior to advertising. When the Commission Chairman is the department portfolio, the staff requisition for vacant positions shall be signed by the Commission Chairman and Vice Chairman. If a temporary position is recruited through an employment agency, the Human Resources Department must be informed of the

individual's name and length of employment.

Employees may be promoted from within the Department. However, the position must be posted within the County. In general, these vacancies are posted for 5 working days.

Before creating a staff requisition, employees should reference the Cass County Recruitment Guidelines handbook.