

**RULES AFFECTING
CLASSIFIED AND ADMINISTRATIVE/PROFESSIONAL STAFF**

SECTION TWO

2.0 RECRUITING

- A. Vacancies shall be reported to the Human Resources Department on forms and following procedures which satisfy budgetary, payroll, human resources, and equal employment opportunity requirements.
- B. The Director of Human Resources shall, in consultation with the appropriate Manager and based upon available utilization data, determine the extent of recruitment for each vacancy to ensure that recruitment efforts satisfy equal employment opportunity needs.
- C. Applicants shall be recruited on the basis of education, training, experience, and skill requirements established for the position by the Director of Human Resources in consultation with the appropriate Manager.
- D. The Human Resources Department will post vacancies in appropriate places for a period of at least five consecutive workdays and, in consultation with the hiring authority, will assume responsibility for writing and placing the necessary advertisements in order to establish an appropriate applicant pool. In exceptional situations the Director of Human Resources may waive recruiting and posting requirements.