



EL PASO COUNTY

Recruitment & Career Progression Plan (Commissioners Court Staff)

Adopted Date: August 9, 2016 (Budget Hearings FY2017)

Revised Date: September 11, 2017

I. Policy

In an effort to hire, and develop, the most qualified staff that best suits the individual needs of each office belonging to a County Commissioner or the County Judge, this policy serves as the plan that shall be utilized by members of Commissioners Court when recruiting, hiring, and developing their staff members.

Each County Commissioner and the County Judge shall receive multiple **Executive Administrative Coordinator (G28)** positions as budgeted by default. However, in order to allow for career progression and to encourage professional talent within local government based on the individual needs of the Court member, the Court member may request to reclassify their budgeted positions to **Public Policy Analyst (P13)** or **Senior Policy Advisor (P19)** subject to the requirements of this policy.

II. Requirements

Public Policy Analyst position (P13):

- A. Qualifications are based on the most current edition of the relevant job description:
 - a. Bachelor's degree in Public or Business Administration, or a related field, from an accredited university or college;
 - b. Three (3) years of experience in public policy and/or public sector administration in an administrator, financial, analytical, or consulting role;
 - c. With one (1) year of public policy research experience at an executive level;
 - d. With one (1) year of supervisory experience;
 - e. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Senior Policy Advisor position (P19):

- A. Qualifications are based on the most current edition of the relevant job description:
 - a. Bachelor's degree in Public or Business Administration, or a related field, from an accredited university or college;
 - b. Five (5) years of experience in public policy and/or public sector administration in an administrator, financial, analytical, or consulting role;
 - c. With two (2) years of public policy research experience at an executive level;
 - d. With two (2) years of supervisory experience;
 - e. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

III. Procedures for Position Changes

New Employee:

- A. Each member of Commissioners Court, retains the authority to select the types of positions required to fulfill the duties and expectations of their independent office. Each Commissioner, or the County Judge, may determine whether their office requires any combination of the positions listed above, not excluding any other County position which exists on the current staffing table.
- B. Once it is determined what positions are needed to best meet the mission of their individual office, the Court member will work with HR to solidify the positions request and begin the recruitment process for the identified position(s).

- C. HR will analyze the qualifications of the selected employee to verify requirements of the identified position have been met.
- D. Should the requirements be verified, the position(s) may be hired as intended, and the affected Court member will fulfill the changed position until it is vacated. Once vacated, the position will convert back to the defaulted **Executive Administrative Coordinator** position.

Current County Employee:

- A. During the course of their employment, current Commissioners Court employees may complete their education, and/or experience requirement, of higher positions available through this plan. Once a change in the experience or education has been met, and if the Court member has a need for a different position than what is currently being occupied by the eligible employee, the Court member may request to reclassify the position. Court members shall complete a Staffing Adjustment Request (SAR) form and reach out to HR to begin the process of reclassifying that position.
- B. HR will analyze the current employee qualifications to verify if the requirements have been met for the requested position(s).
- C. Should HR verify the requirements have been met, the requesting Court member will be notified of the **approval** to reclassify the requested position(s).
 - a. Thereafter, the recommendation will be documented and reported to the Chief Administrator via a Staffing Change form. Once approved by the Chief Administrator, a PAF change will be used to convert the position in which the eligible employee is currently slotted. The change shall occur at the beginning of the next pay period.
- D. If HR is unable to verify the requirements have been met, the requesting Court member will be notified of the **denial** to reclassify the requested position(s), and provided with options as necessary.
 - a. If the Court member is in agreement with the denial, the denial will be documented and reported to the Chief Administrator via a Staffing Change form.
 - b. If the Court member is not in agreement with the denial, a meeting between the Court member, the Chief Administrator and the Chief Human Resources Officer shall be scheduled to discuss the reasons for such denial. Depending on the information obtained during this meeting, the Chief Administrator shall decide what action to take regarding the request. If the Chief Administrator upholds the denial as recommended by HR, the Court member can appeal this matter before the Commissioners Court.
- E. Appeals shall be heard directly by the Commissioners Court. It is the Court member's responsibility to place an item on the Court's agenda to have this matter heard. Decisions made by the Commissioners Court are considered final and shall not be subject to further appeal.
 - a. Should a majority vote by the Commissioners Court support the appeal, and find in favor of the Court member, a PAF change will be used to convert the position in which the eligible employee is currently slotted. The change shall occur at the beginning of the next pay period.
- F. Once the reclassified position is vacated, the position will convert back to the defaulted **Executive Administrative Coordinator** position.