

SECTION 1.07 VACANCIES: IDENTIFICATION, ANNOUNCEMENT, AND APPLICANTS

Jefferson County Board of Developmental Disabilities (JCBDD) determines when vacancies in positions exist. When employees leave positions, a vacancy does not automatically occur. Continued need and funding for the position will be considered. JCBDD may eliminate the position, restructure, or redistribute the job duties.

When JCBDD determines that a vacancy exists and decides to fill the vacant position, JCBDD may post and/or advertise the position. The selection will be made by JCBDD.

JCBDD may post or publish notice of vacancies on bulletin boards or by electronic and other means for posting or publishing notices of vacancies or as otherwise established in a collective bargaining agreement. This is to offer current employees the opportunity to show interest in a position which could be a transfer, unit change, reduction, or promotion. JCBDD reserves the authority to decide whether this step of soliciting interest is in the best interest of JCBDD and is not obligated to post or publish all non-bargaining unit vacancies.

When job vacancies occur, employees should be given an opportunity to apply for such vacancies. The employee shall be required to apply. The term promotion means an act of placing an individual in a classification that has a higher salary range than that previously held but does not include reassignments or reclassification into higher pay ranges.

During this posting or publishing period, any employee wishing to apply for the vacancy should follow the instructions on the notice. The announcement, if practical, shall list where an application can be obtained, the title, nature of job, the required qualifications, the essential functions, the type of selection criteria likely to be used, and the closing time for submitting an application.

The Employer may solicit for applicants outside of the agency. This will occur by announcing the accepting of applications through various means, which may include advertisements in a local newspaper, publishing on the JCBDD website, job sites, other electronic means or other means of public notice.