

RESOLUTION 2021 334

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING THE UPDATED RECRUITMENT AND SELECTION PROCESS FOR
NONPARTISAN ELECTIVE OFFICE VACANCIES POLICY.


WHEREAS, Benton County Resolution 09-103 adopted the Recruitment and Selection Process for Nonpartisan Elective Office Vacancies Policy; and

WHEREAS, the policy has been reviewed and a determination has been made to update the policy to reflect current business needs and processes; **THEREFORE**,

BE IT RESOLVED, that the Board of Benton County Commissioners hereby adopt the attached and updated Recruitment and Selection Process for Nonpartisan Elective Office Vacancies Policy; and

BE IT FURTHER RESOLVED, that the Board of Benton County Commissioners rescind resolution 09-103.

Dated this 20 day of April, 2021.



Chairman of the Board



Member



Member

Attest.....
Clerk of the Board

Constituting the Board of Commissioners
of Benton County, Washington

BENTON COUNTY RECRUITMENT AND SELECTION PROCESS
FOR NONPARTISAN ELECTIVE OFFICE VACANCIES

1. GENERAL

A nonpartisan elective office shall become vacant upon the death, resignation, removal of the officer, or for other causes. Per RCW 36.16.110, the County legislative authority shall fill the vacancy by appointment during a regular or special meeting after being notified of a vacancy in any County nonpartisan elective office. The appointment shall be of a person qualified to hold such nonpartisan elective office. Additionally, the appointed person shall hold the nonpartisan elective office until the next general election, when their successor is elected. The Commissioners shall fill such vacancy from a non-prioritized list of three (3) candidates submitted by the County Administrator.

2. PURPOSE

The purpose of this process is to define the recruitment and selection process for nonpartisan elective office vacancies.

3. RESPONSIBILITY

- a. It is the responsibility of the Benton County Board of Commissioners to ensure that all matters affecting the recruitment and selection of applicants for a vacant nonpartisan elective office within Benton County are carried out in accordance with applicable state and federal requirements.
- b. It is the responsibility of the County Administrator to work with the Human Resources Department to determine the most suitable selection devices and submit a list of three (3) candidates to the Commissioners.
- c. It is the responsibility of the Human Resources Department to maintain this policy and ensure that the procedures set forth in this policy are followed in a consistent manner.

4. POLICY

It is the policy of Benton County to recruit and select the most qualified person for each vacant nonpartisan elective office of the County.

5. RECRUITMENT

The Human Resources Department shall develop and conduct an active recruitment program.

a. The County shall use classification specifications and job-related criteria to recruit and select a person to fill the vacant nonpartisan elective office.

b. Recruitment of a Vacant Nonpartisan Elective Office

In order to attract an adequate number of candidates for a vacant nonpartisan elective office, the Human Resources Department will post a vacancy announcement and publicize the vacancy on the Benton County website and anywhere else deemed appropriate.

c. Applications

Applications for a vacant nonpartisan elective office shall be filled out utilizing the Benton County application process via electronic submission found on their website at www.co.benton.wa.us. To be accepted for review, applications must be submitted via the electronic submission by the date and time specified on the vacancy announcement.

d. Eligible Applicants

Only those applicants who submit the required application materials as specified in the vacancy announcement and who meet the minimum qualifications for the vacant nonpartisan elective office will be considered eligible to compete in the selection process.

6. SELECTION

The selection process shall maximize reliability, objectivity, and validity through a job-related assessment of the applicant's attributes necessary for successful performance.

a. Selection Devices

The County Administrator in consultation with the Human Resources Department will determine the selection device to be used to obtain the best, qualified candidates for the vacant nonpartisan elective office. Such selection devices may include but are not limited to: position related written tests, interviews, work samples, resumes, supplemental questionnaires, committee rankings and/or recommendations, and/or background and reference inquiries. Utilizing the best fit selection device(s) for the vacancy, the County Administrator will submit a list of three (3) candidates to the Benton County Board of Commissioners.

7. APPOINTMENT

The Benton County Board of Commissioners shall fill the vacancy from the list of three (3) candidates submitted by the County Administrator. The appointment may follow interviews of the three (3) candidates during a regular or special board meeting. The Human Resources Department will provide the Board of Commissioners with all materials submitted for each candidate, schedule interviews, and assist in providing the core interview questions that will be asked to all candidates.

8. POLICY UPDATES

Established via Resolution 09-103 on February 9, 2009

Updated April 2021