



POLICY

Department	Human Resources	Policy No.	HR 008	Page	1 of 2
Policy Title					
EMPLOYEE COMPLEMENT, RECRUITMENT AND SELECTION					

Council Resolution	GMCS	CC	Cross Reference	Effective
No. 126-06 Date: April 25, 2006				April 25, 2006

PURPOSE

Parkland County staffing levels are intended to provide services and programs through an organizational structure that promotes efficient and effective use of resources. Parkland County delegates responsibility for recruitment of employees to the appropriate level to achieve optimum administration processes.

POLICY

The County Commissioner shall annually review and recommend to County Council the maximum number of employees required for each municipal department annually (during the budget process) and shall have the authority to approve the recruitment of candidates. Recruitment shall be conducted as per County policies for vacant or new positions. The employee complement shall not exceed the maximum number of employees as approved annually in the budget.

PROCEDURES

1. Recruitment of the County Commissioner

- Parkland County's Council shall recruit and fill the position of County Commissioner.
- The Selection Committee shall consist of the Mayor, Deputy Mayor and one other Councilor.
- The Selection Committee shall review all applications received prior to the advertised deadline and select a short list of candidates to be interviewed by the entire Council.
- Council, by a majority vote, will select the successful candidate and will determine the compensation package and conditions of employment.

2. Recruitment of the General Managers & Assistant General Manager

- The County Commissioner shall be responsible for the hiring of General Managers & Assistant General Manager as per County policies.
- The County Commissioner will provide Council with a short list of applicants and an opportunity for input prior to the final decision, made by the County Commissioner.
- The County Commissioner will establish the initial remuneration and benefits package and any subsequent adjustments thereto for each General Manager or Assistant General Manager, (in compliance with the Salary Administration policy HR 004).

3. Recruitment of the Employees

- a. When a permanent position becomes vacant, the supervisor shall review the need to refill the position and recommend to their supervisor for approval to refill. Upon review, the supervisor may recommend the internal recruitment of a position in support of potential succession planning and promotion of internal candidates. Therefore, the position may be posted on an internal - "limited to current County employees" basis initially. A recommendation for "limited" recruitment will be made to the Manager.
- b. Once approved by the Manager, this recommendation shall be forwarded to the General Manager for approval.
- c. Once approved by the General Manager, this recommendation shall be forwarded to the County Commissioner for approval.
- d. If approved, the following applies to the selection and compensation:
 - i. A Selection Committee shall be formed consisting of the position's supervisor, the immediate non-union supervisor and the Human Resources Coordinator, if available. The County Commissioner, General Manager or Department Manager may, at his/her option, join any Selection Committee.
 - ii. The Selection Committee shall review all applications received prior to the advertised deadline and select a short list of candidates who will then be interviewed by the Committee.
 - iii. The immediate non-union supervisor will recommend a candidate to the next level of supervision for final review and approval prior to the successful candidate being notified.
 - iv. Appointments under this policy shall also be in accordance with the Salary Administration policy - HR 004, and the Recruitment Guidelines policy – HR 009.
 - v. The selection process may be waived for temporary and casual positions, with the approval of the General Manager.