

Section 2.0 Recruitment and Hiring

...

Procedures for the Recruitment and Hiring of Appointed Employee Department Heads

Job Descriptions

Wherever possible, before the recruitment process begins (that is, before a Vacancy Notice is posted or the vacancy advertised), an up-to-date job description specifying key duties and responsibilities and required knowledge, skills and abilities should be in place.

Since in most cases Department Head changes are anticipated well before they are announced, the departing employee's Supervisor(s) (as per the Town Services Organization Chart) and a designated representative of the HRBC will have the time to prepare a revised job description, if necessary, for referral to the HRBC and Board of Selectmen for their consideration and approval.

In emergency situations where a job description needs updating but where the recruitment process must commence within days of receiving notice of the pending vacancy, the job description will be revised preliminarily by the Supervisor(s) and a designated representative of the HRBC and serve as a basis for the preparation of the Vacancy Notice and publication advertisement. While both the HRBC and Board of Selectmen or other Appointing Authority are required to approve any revised job description, it is understood that in these unusual circumstances said reviews should not interfere with the recruitment timing.

Initial/Final Candidate Review Team

The Initial Review Team usually shall consist of no more than three people, including the employee's Supervisor(s) and another Town representative(s) designated by the Supervisor. A member of the HRBC shall serve as advisor to the Initial Review Team on human resource-related matters.

The Initial Review Team shall prepare a working timeline with all milestone or decision deadlines; maintain a log of all application inquiries and responses thereto; evaluate all completed applications and related materials. In addition, before recommending a list of candidate finalists to be interviewed by the Final Review Team, the Initial Review Team may conduct preliminary candidate interviews, either in person or by phone, check references and conduct background checks. Sufficient time and funds should be budgeted for negotiating compensation, possible relocation expenses and a start date that allows for overlap training time with the departing Department Head. The Supervisor(s) may recommend a staff person to assist the Initial Review Team in the recruitment and hiring process.

Final Review Team

The Board of Selectmen shall serve as the Final Review Team and shall make the hiring decisions for the following appointed employee Department Heads and other key management positions:

Building Inspector, Executive Secretary, Fire Chief, Harbormaster/Wharfinger, Police Chief, Tax Collector, Town Accountant, Town Clerk, Shellfish Constable/Propagation Agent and

Superintendent of Streets. At its request, a member of the HRBC shall serve as an advisor to the Board of Selectmen on human resources-related issues and perform other duties as specified (e.g., background checks).