



BOISE COUNTY

RESOLUTION #2024-09

A BOISE COUNTY RESOLUTION ADOPTING A BOISE COUNTY HIRING POLICY

WHEREAS, the Boise County Board of Commissioners has approved a Boise County Hiring Policy, including Exhibits, and known as Resolution 2024-09; and

WHEREAS, a diligent review and discussion of the policy has been held by the Boise County Board of Commissioners; and

NOW THEREFORE BE IT RESOLVED, that the Boise County Board of Commissioners does hereby adopt the Boise County Hiring Policy, known as Resolution 2024-09.

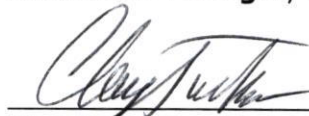
IT IS FURTHER RESOLVED that Resolution 2024-09, known as the Boise County Hiring Policy, be effective as of December 26th, 2023.

APPROVED and ADOPTED on this 26th day of December, 2023, in Open Session of the Boise County Board of Commissioners.

BOARD OF BOISE COUNTY COMMISSIONERS



Steven M. Twilegar, Chairman



Clay S. Tucker, Commissioner



Lindy E. Lindstrom, Commissioner



Attest:



Mary T. Prisco, Clerk to the Board

BOISE COUNTY

HIRING

POLICY



Resolution 2024-09

BOISE COUNTY HIRING POLICY AND PROCEDURES

1. **Confirm the position and salary are included in the fiscal year budget.** All Boise County employee positions must be appropriated within the fiscal year budget in place at the time of hiring. Any proposed position and/or wage increase that is not included in the appropriated budget, must go before the Board of County Commissioners (BOCC) for approval, prior to starting the hiring process.
2. **Update the job description.** Carefully review the job description to ensure that it is still an accurate description of the position and the duties performed. If any updates are needed, work with Human Resources to get this done. An updated job description must exist prior to advertising for a position and such job description shall be available to applicants on the Boise County website.
3. **Post the job announcement and job description.** Vacancies in Boise County employment may be announced in any or all of the following methods:
 - a. Posting on job websites such as, but not limited to, the following:
 - i. Boise County website (www.boisecounty.us)
 - ii. Idaho Association of Counties website
 - iii. Idaho Sheriff's Association website (law enforcement postings only)
 - iv. Idaho Prosecuting Attorney's Association website (court clerk personnel, legal secretary positions, and prosecuting attorney positions only)
 - v. Idaho State Bar Website (court clerk personnel, legal secretary positions, public defender and prosecuting attorney positions only)
 - vi. Idaho Department of Labor website (<https://idahoworks.gov/employer>)
 - b. Publication in the classified section of the Idaho World.

The employment application solicitation process may also include a recruiting effort which may extend beyond Boise County, when deemed necessary, to obtain applications from individuals such as when there is a need to perform specialized technical skills or other special qualifications. Vacancies of an elected official position must be filled according to the process per Idaho Code. If you need help posting the position, please contact Human Resources.

4. **Require applicants to fill out the Boise County employment application form.** A Boise County Employment Application shall be completed by any candidate seeking employment with Boise County. A resume, in addition to the Boise County Employment Application, is encouraged but not required, for candidates seeking employment with Boise County.
5. **Review applications.** When filling a vacant position, the elected official or department head may review any current applications on file. An official who is filling a vacant position should not rely on any application information that was not completed within the prior 60 days.