

Proposed Policy Amendment

2.06 Application for Employment: Any Department Head or Elected Official that wishes to fill a vacancy must provide Human Resources with a Job Announcement Request and must have a job description on file with Human Resources before a position can be posted. Each applicant for a given position must complete a job application through the County's on-line application system and submit to Human Resources. Human Resources will verify if applicants meet the minimum qualifications. **In determining work experience for applicants who have worked part-time, 1,000 hours will be considered as one-year experience. In the case where an applicant has a foreign degree, said applicant may interview for the desired position; however, if the individual is offered the position, the applicant must have the degree evaluated by a credential evaluator service recognized by the Texas Education Agency before he or she is hired.** The Department Head shall make appropriate inquiries to verify experience, character, and suitability of any applicant. Such inquiries shall be in accordance with all applicable State and Federal laws and regulations. Each appointment to a position that results in an individual being hired for employment shall provide a job application to the Webb County Human Resource Department. Failure to comply with this shall disqualify the applicant or employee for employment.