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02.02.06 Job Posting

PCCLD provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills, competencies, education and experience. Notices of all job openings are posted internally and may also be posted externally. Job openings are placed on PCCLD's website and accessed through the Employee Portal Intranet. Job openings normally remain open for a minimum of 7 calendar days. Each job posting notice generally includes the dates of the posting period, job title, department, location, pay range and any additional compensation, benefits, job summary and qualifications (required skills and abilities.)

To be considered for a posted job, an employee must be in good standing in their current position, meaning that they do not have a performance counseling on record for the prior one year and they possess the education, experience, knowledge and skills required for the job. Employees are encouraged to discuss their career goals with their Manager and Human Resources.

Employees who are interested in a job opening are encouraged to apply. Employees should notify their Managers when they have applied for another job within the organization. Selection for interviews will be based on a number of factors including, but not limited to, the employee's good standing, performance, qualifications, length of time in current position, length of employment and other relevant factors.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring Manager. Other recruiting sources may also be used concurrently to fill open positions in the best interest of PCCLD.

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02.02.07 Transfers and Promotions

Transfers

PCCLD employees who are interested in voluntarily transferring to a new department or branch location are encouraged to discuss their interests with their Manager and with the Human Resources Department. Only those employees who are in good standing, meaning employees who do not have any performance, attendance, or other employment issues within the prior year, are considered for voluntary transfer. Transfer requests may be approved when considered in the best interest of PCCLD by the Executive Director. Voluntary transfers are considered on a case-by-case basis and require the approval of the Executive Director or his or her designee.

Voluntary transfers are considered lateral when the employee is moving from one position to another position assigned to the same salary range; employees generally maintain the same rate of pay. Pay implications for other voluntary transfers are discussed with employees in advance of the move. Also see, [02.02.08 Hiring of Relatives](#) and [02.02.06 Job Posting](#).

From time to time it may be necessary for PCCLD to make employment changes to meet service standards, ensure efficient operations, or address other business issues or requirements, as determined to be in the best interest of PCCLD by the Executive Director. This may require PCCLD employees to be transferred to different positions, assigned to different locations or work schedules, etc. Position status and pay implications for transfers are discussed with affected employees in advance of transfers.

Promotions

A promotion cannot be made in lieu of a posting a vacancy. PCCLD will announce, post or make known all opportunities for promotion to all current employees.