

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Centralized Hiring

Number: C 9

Approved: Signature on file

Date: 12/11/07

POLICY

Agency Executive Management shall approve all appointments prior to job offers being made. Rating Panels shall be multidisciplinary and recruitments shall have input from Deputy Director/Program Manager or designated staff. Reference checks shall be conducted before job offers are made. In sensitive or professional classes, state and local records checks shall be conducted.
