

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**VACANCIES: IDENTIFICATION, ANNOUNCEMENT  
AND APPLICATION**

**SECTION 2.03  
PAGE 1 OF 2**

In accordance with the O.R.C., classified positions within county government are to be filled from a list of certified candidates from the D.A.S. in accordance with the procedures in the O.A.C.. However, since a complete list of certified candidates is often not available, the following policy has been established.

Whenever a vacancy occurs in a classified position which an Appointing Authority desires to fill and for which no certified civil service list of candidates exists or the list contains less than ten (10) names, the position may be filled using the following procedure:

- A. The Sandusky County Human Resources Office will post classified vacancies which occur or are imminent within the organization internally for a period of five (5) working days. Positions will be filled by promotion, reinstatement, transfer, or reduction in accordance with this manual as far as practicable. If the SCAA does not fill the position with a current employee, the position will be filled by seeking outside applicants as hereinafter outlined.
- B. The Sandusky County Human Resources Office shall publicly announce by appropriate means (i.e., newspaper, Internet website, bulletin boards, etc.) all classified vacancies to be filled by other than current employees, and shall maintain a list of announced vacancies for public inspection.
- C. Each announcement, insofar as practical, shall specify the classification title, compensation, nature of the job, the required qualifications, the essential functions of the position, and the deadline, method, and place of application. If the essential functions of the position are not listed in the announcement, a reference to a contact person or posting location where applicants can obtain such information shall be included.
  1. Nothing in this section shall be construed to prevent the Sandusky County Human Resources Office from advertising for external applicants concurrently or simultaneously with the internal posting of any vacancy.
  2. No employee shall be deemed eligible for promotion who has not satisfactorily completed the required probationary period as defined in Section 2.12 herein. However, a probationary employee may seek promotion for a posted position under circumstances in-which another employee and / or applicant has applied for and is deemed ineligible. If awarded the promotion, the employee must voluntarily resign from the employees' present position and serve an original probationary period in the newly obtained position.

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**VACANCIES: IDENTIFICATION, ANNOUNCEMENT  
AND APPLICATION**

**SECTION 2.03  
PAGE 2 OF 2**

- D. An application must be properly completed and submitted before an internal or external applicant will be considered for employment.
- E. The SCAA will make reasonable accommodations to assist qualified persons with disabilities to apply for vacancies.
- F. In emergency circumstances, the SCAA may make a temporary appointment, without regard to these posting procedures, and without regard to civil service regulations, so long as O.R.C. §124.30 or another provision permits. Such temporary appointments may not exceed one hundred twenty days and successive temporary appointments to the same position are not permitted by law. Temporary employees serve in the unclassified service at the pleasure of the SCAA.