

ORDINANCE NO. 437, 1991

This Ordinance establishes a procedure for filling a vacancy in an elective, non-partisan or independent County position.

Chapter 3.32

Procedure for Filling Vacant, Elective, Non-Partisan or Independent County Positions

Sections:

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C.C.C. 3.32.010. Purpose. Clallam County Home Rule Charter, Article IV, Other Elected Officials, Section 4.10 Composition, provides that all elected officials shall be non-partisan except Commissioners and Prosecuting Attorney. Clallam County Charter, Article VII, Elections, Section 7.50 Vacancies, provides for filling of vacant elective partisan positions. There is no provision in the Charter which specifies procedures for filling vacant, non-partisan, or independent, elected positions.

It is the purpose of this Chapter to establish a procedure for filling non-partisan, or independent elected positions resulting from death, resignation or removal of the officer, or for other causes. Establishing this procedure enables Clallam County to better serve the needs of the citizens.

C.C.C. 3.32.020. Vacancies. All vacancies due to death, resignation or removal of the officer, or for other causes in the elected, non-partisan, or independent offices shall be filled as set forth herein.

C.C.C. 3.32.030. Use of Personnel System. The Board of Clallam County Commissioners shall utilize the County personnel system in recruitment, screening and selection of appointee to the vacancy. Appointments shall be made without examination and be based upon an assessment of professional qualifications, administrative skills, management skills, experience, and an interview.

C.C.C. 3.32.040. Public Announcements and Recruiting. Notice of a vacant, non-partisan or independent, elected position shall be forwarded to the County Personnel and Risk Management Department. The Director shall cause to be prepared a recruitment announcement of the position opening which sets forth the general duties and the compensation of the position; the minimum qualifications required; the date, place and manner of making application for the position; and other appropriate information. Public announcements of recruitment for the vacancy will be

distributed for the purpose of receiving applications and to establish a list of qualified candidates.

C.C.C. 3.32.050. Filing Applications. All applications shall be submitted to the County Personnel Department on forms provided by the County for general employment recruitment and must be filed or postmarked before midnight prior to the last date for filing as stated in the announcement. Applications filed with the County become the property of the County. Resumes will not be accepted in lieu of an application; however, a resume may be used to supplement the application form.

C.C.C. 3.32.060. Evaluation of Applicants. Applicants for appointment to the vacant elected position shall possess the minimum statutory qualifications and other requirements as stated in the recruitment announcement. Selection criteria must be job related and may be written; oral; physical in the form of demonstrated skills; and evaluation of training and experience. Consideration will be given to education, experience, aptitude, capacity, knowledge, character, physical fitness as reasonably related to the qualifications for the position, length and quality of related experience and other qualifications to determine the relative fitness of the applicants. The Board of Clallam County Commissioners shall direct pre-employment inquiries as deemed necessary to verify past employment records and general fitness to serve in the capacity of public trust.

C.C.C. 3.32.070. Disqualification of Applicants. Applicants may be refused eligibility at the sole discretion of the Board of Clallam County Commissioners for any of the following reasons:

1. Failure to meet the standard requirements for the position for which application is made;
2. Failure to furnish true statements of material facts;
3. Practice or attempted practice to fraud or deception in connection with filing of application;
4. Physically or mentally unfit to perform effectively the duties of the position;
5. Failure of applicant, after notification, to be promptly present at the time and place designated for any portion of the application process;
6. Use or attempted use of political pressure or bribery to secure an advantage in the appointment.

C.C.C. 3.32.080. Screening Committee. The Board of Clallam County Commissioners shall appoint a sub-committee of not less than three nor more than seven individuals to assist in the screening process by reviewing and evaluating all applications. Screening criteria shall be established at the direction of the Board of Clallam County Commissioners. The screening committee shall recommend to the Board of Commissioners a maximum of three candidates who best qualify for the position.

C.C.C. 3.32.090. Interviews. Interviews shall be conducted by the Board of Clallam County Commissioners. The Board of Commissioners may interview a portion or all of the applicants as it deems appropriate. The appointment will be made by majority vote of the Board of Commissioners.

C.C.C. 3.32.100. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this chapter; it being herein expressly declared that this Chapter and each section, subsection, paragraph, sentence, clause or phrase thereof would have been adopted irrespective of the fact that any one or more other sections, subsections, paragraphs, sentences, clauses or phrases be declared invalid or unconstitutional.

C.C.C. 3.32.110. Effective Date. The effective date of this Chapter shall be ten (10) days after adoption.

PASSED AND ADOPTED THIS 29th DAY OF October, 1991.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Dorothy Duncan  
Dorothy Duncan, Chair

Lawrence Gaydeski  
Lawrence Gaydeski

Dave Cameron  
Dave Cameron

ATTEST:

Karen Flores  
Karen Flores  
Clerk of the Board

cc: Elected Officials  
Personnel  
Minutes  
Prosecutor (3)  
File

Superior Court Judges  
District Court Judges  
Prosecutor  
Assessor  
Auditor  
Treasurer  
Sheriff