

HIRING POLICY

OFFICE of COURT ADMINISTRATION

Objective

The Office of Court Administration (OCA) is committed to engaging in recruitment and selection practices that strive to hire qualified individuals to fill positions at each level to fulfill the overall strategic success of its mission and goals while complying with all State and Federal employment laws. In hiring qualified candidates, the following hiring process should be followed.

Scope

This policy applies to all posted OCA positions. The remaining procedures are subject to the discretion of the supervising presiding judge if the position is for a children's court employee or for an assistant to a presiding judge.

Hiring Process

The posting process is initiated when the hiring manager emails the following completed forms to Human Resources at OCAHumanResources@txcourts.gov.

- Posting Request Form
- Job Description
- Interview Questions

Upon receipt, Human Resources will work with the hiring manager to draft a job posting. The job posting shall include a summary of the job description, the essential job functions, the state job classification, the FLSA designation, and the minimum and preferred qualifications for the position. If a position is temporary or part-time, or otherwise atypical, that will be noted.

All job postings will be approved by the hiring manager; the division director, presiding judge or associate judge (where appropriate); the budget analyst; and the administrative director.

Children's Courts Program employee job postings are initiated at the request of the regional presiding judges. Job descriptions for these positions and entry-level salaries are approved by the Board and Conference of Regional Judges.

Recruitment

All job postings will be posted in CAPPs Recruit, Work in Texas, and the OCA internet. Postings may be advertised on other sources based on need and budget requirements. Human Resources is responsible for placing all recruiting advertising.

Application Process

Human Resources will conduct the initial screen to determine which applicants meet the minimum and preferred qualifications posted. Human Resources will screen applications using a matrix and will forward the matrix and qualified applications to the hiring manager, presiding judge, or associate judge to review.

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Veteran's Preference

An applicant who qualifies for veteran's preference is entitled to a preference in employment over other applicants who do not have a greater qualification. An applicant who meets the minimum qualifications of the posted job and is a veteran, a surviving spouse of a veteran who has not remarried, or an orphan of a veteran killed on active duty qualifies for a veteran's employment preference.

Veteran's preference entitles an applicant to have additional points added to any employment test scores.

Veteran's preference also affects the interview process. See the 'Interviews' section for more information.

Interviews (Other than Children's Courts Program Staff)

The hiring manager, with input from HR, will determine the interview pool based on the preferred qualifications for the position.

Human Resources will schedule interviews. Upon the hiring manager's request, a Human Resources representative may attend interviews.

Interviews will be conducted by panels of two or more interviewers, including the hiring manager. Standard questions will be asked of each applicant. The hiring manager and other interviewers shall be consistent in the method used to rate/score applicants.

If six or fewer applicants are selected to interview, an applicant who is entitled to veteran's preference must be interviewed. If more than six are interviewed, 20% of the total number of applicants interviewed must include qualified veteran's preference applicants.

Interviews (Children's Courts Program Staff)

Interviews for Children's Courts Program staff will be conducted in a manner determined by the presiding judge or associate judge. Human Resources is available to assist with the process as requested.

If six or fewer applicants are selected to interview, an applicant who is entitled to veteran's preference must be interviewed. If more than six are interviewed, 20% of the total number of applicants interviewed must include qualified veteran's preference applicants.

Skills Demonstration

Upon approval by Human Resources, a demonstration of skills may be conducted during the first interview, or later interviews, if deemed appropriate and necessary to assess the applicant's ability to perform certain key or essential functions.

Selection and References (Other than Children's Courts Program Staff)

The panel will discuss the interviews and decide which applicant is best qualified for the position. Second interviews may be conducted, with the division director or administrative director participating. With the assistance of Human Resources, the manager will check at least two references for the top selection. If the references are supportive, the supervisor will complete a

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Recommendation-To-Hire memo to recommend the applicant for the position, and justify why the applicant is the best applicant for the job.

Selection and References (Children's Courts Program Staff)

The presiding judges and associate judges decide which applicant is best qualified for the position. Prior to the appointment of an associate judge, the presiding judge will request input from the associate judge's referring courts regarding their recommendation for the appointment of the associate judge. The presiding judge will notify Human Resources of the selection of an associate judge. When an associate judge selects a court coordinator or court reporter, the associate judge will complete a Recommendation-To-Hire memo to recommend the applicant for the position, and justify why the applicant is the best applicant for the job.

Recommendation to Hire (All Positions Except Associate Judges)

Recommendation-To-Hire memos should be directed to the administrative director. If the administrative director approves the Recommendation-To-Hire memo, the manager may offer the position to the applicant. If the applicant accepts the position, the manager should immediately complete a new hire In-Processing form that specifies the office equipment, phone, computer, security access, and training needs for the new hire. Human Resources will prepare a Personnel Action Form and route it appropriately, and prepare and send an offer letter and information regarding New Hire Orientation to the applicant. Human Resources will prepare and send regret letters to all interviewed applicants who were not selected for the position. The supervisor should sign letters to applicants who were interviewed, and the human resources director should sign the offer letters.

All of the hiring documentation, including applications, rating information, interview forms, and reference checks should be returned to Human Resources at the time of the job offer.

New Hire Orientation

All new employees are required to attend New Hire Orientation.

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Approved by: David Slayton

David Slayton