

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

Re:	EMPLOYMENT OPPORTUNITY POSTING	Policy No.:	92.0
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Application:	Authority Wide	Adopted:	10/04/12
		Amended:	03/26/13

PURPOSE

To establish guidelines for providing a structured communication and posting process for the advertisement of employment opportunities at the Authority to the general public, and to further establish a process by which resumes are submitted to and maintained by the Authority.

POLICY

It is the policy of the Authority to hire well-qualified individuals by making the general public aware of vacancies to be filled, and by soliciting and maintaining a database of the resumes of those qualified individuals seeking Authority employment.

PROCEDURE

1. The Authority shall advertise on its website all vacant titles in the competitive, non-competitive and exempt classifications for a minimum of one week from date of posting.
2. For all vacancies occurring in each classification, the Authority shall follow the process set forth in more detail in the attached chart, which is incorporated as part of this Policy. In addition, the Authority shall comply with the regulations set forth in New York State Civil Service Law, where applicable.

