

**A RESOLUTION AMENDING THE ST. CLAIR COUNTY COMMISSION
OPERATIONAL POLICIES**

RECITALS:

WHEREAS, the County Commission (the “Commission”) for St. Clair County, Alabama (the “County”) has adopted the St. Clair County Commission Operational Policies (the “Policies”) to assist in the operations of the County; and

WHEREAS, it becomes necessary from time to time to update and amend the Policies to more effectively and efficiently operate County Government for the benefit of the citizens.

NOW, THEREFORE, the following policy within the St. Clair County Commission Operational Policies is hereby amended as follows:

Section 1: That Policy # 53 is hereby created and provides as follows:

HIRING PROCEDURES:

Department Heads desiring to fill an employment position which has been specifically and precisely made available by the County Commission via the Commission’s budgeting of said position may make request to “post and fill” said position to the County Administrator. Upon receipt of said request, the County Administrator shall confirm the position has been specifically and precisely made available to the Department Head via the budget passed by the County Commission AND that the funds to pay said position are available.

Upon confirmation of the above, the County Administrator is authorized to permit the Department Head to “post” said position. After receipt of applicants, the Department Head shall offer the most qualified person applying for said position the employment position contingent upon passage of any prerequisites and/or policies (including but not limited to a drug test) of St. Clair County.

Upon satisfaction of any prerequisites and/or policies of St. Clair County, the Department Head shall notify the County Administrator of the same and said Administrator shall place the candidate for the employment position on the next County Commission meeting for consideration by the Commission.

ADOPTED and APPROVED this the 8th day of April, 2014.

St. Clair County, Alabama

By: _____
Stanley Batemon,
Chairman

