

County of Cumberland Board of Chosen Freeholders	Policy Number: 1.06	Pages: 1 of 2
Chapter: Appointment of Personnel		Effective Date: June, 1993
Subject: Job Posting		

I. POLICY:

Job vacancies shall be posted in accordance with the rules and regulations established by:

- A. The New Jersey Department of Personnel
- B. Contracts between the County of Cumberland and the employee's bargaining units.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. When a job vacancy exists the department head shall contact the Cumberland County Department of Personnel and Human Resources and request a search for an active certification list for that job title.
- B. If no active certification list exists the department head shall fill out the Job Posting form and forward to the County Department of Personnel & Human Resources.
- C. The County Department of Personnel & Human Resources shall check Job Posting form for accuracy and then distribute to all department heads for departmental posting.
- D. All Job Postings shall be posted on the employee bulletin boards and remain posted for five (5) working days.
- E. All interested persons shall submit a letter of interest to the Director of the Cumberland County Department of Personnel & Human Resources.
- F. The Department of Personnel & Human Resources shall, after the closing date, forward all responses to the requesting department head.

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- G. Pursuant to title 4A:4-2.1 of the Administrative Code for Personnel “Notices of promotional examinations and applications shall be provided to eligible employees by the Department of Personnel or as directed by the Department of Personnel through the appointing authority”. Promotional Announcements shall be posted at all geographic locations within the unit scope to which the examination is open.
- H. The County Department of Personnel & Human Resources shall keep a copy of all job postings on file in accordance with the New Jersey Local Records Manual as established by the Department of State, Division of Archives and Records Management.