

# **County Program Positions (CEA and District Office Staff)**

## **I. Position Authorization**

1. District Extension Administrator (DEA) initiates request to fill new and existing vacant positions.
2. DEA completes an AG-485 Position Authorization form <http://agriflifeas.tamu.edu/library/pdf/forms/ag-485.pdf> and submits to Budget Office (Kay Schubert) via Laserfiche WIP- Budgets folder.
3. Budget Office (Schubert) reviews and submits to County Programs Administration (Associate Director, Darrell Dromgoole and Assistant to Associate Director, Marilyn Frenzel) via Laserfiche WIP- County folder.
4. County Programs Administration (Dromgoole/Frenzel) approves and signs the AG-485 Position Authorization form and returns it to the district via Laserfiche District WIP folder.

## **II. Posting Notice of Vacancy (NOV)**

1. County Programs Administration (Dromgoole/Frenzel) approves posting the NOV and emails DEA/District Office Manager (DOM) with copy to Human Resources (Sissy Jackson/Gari Jones) that DEA has approval to post the NOV.
2. DEA/DOM submits the NOV to Human Resources.
3. Human Resources (Jackson) checks the NOV against email approvals and posts the NOV.

## **III. Hiring**

1. Before any interviews are scheduled DEA and/or County Extension Directors (CED) should review the EEO summary report in GreatJobs for the NOV to ensure diversity of the applicant pool before the interview process begins. This report will be provided to Dr. Dromgoole along with a discussion related to your recruiting efforts to ensure that we have taken steps to recruit a diverse applicant pool.
2. When the finalist is identified:
  - a) DEA emails Bill McConnell requesting salary range. (Currently, CED emails request for salary range in urban counties and cc: DEA).
  - b) DEA contacts Dr. Dromgoole to discuss candidate.
3. Mr. McConnell emails salary range to DEA/CED.
4. DEA completes the Texas AgriLife Extension Service County Programs Request to Hire Applicant form <http://countyprograms.tamu.edu/CPOADMIN/Docs/Request%20to%20Hire.pdf> and submits via Laserfiche WIP - County folder to County Programs Administration (Dromgoole/Frenzel):
  - a) If external candidate, DEA recommends CEA Career Ladder System Rank.
  - b) DEA indicates concurrence of selected applicant by appropriate Regional Program Director.
5. County Program Administration (Dromgoole/Frenzel) notifies DEA/DOM that recommended salary is approved.
6. DEA extends a conditional offer to candidate following guidelines specified in the Recruiting & Selection Guide for Hiring Managers and Supervisors and 33.99.01.X1.01 Recruiting and Employment Procedures. The offer will be conditional on two key issues:
  - a) Successful completion of background check.
  - b) Successful meeting with County Commissioners Court.
7. DEA schedules court meeting upon notice of successful background check and proceeds with employment process.
8. DEA/DOM notifies County Programs Administration (Dromgoole/Frenzel) that the court has approved the candidate and provides an official start date.

### **NOTE: EFNEP, IPM and Military Programs**

- No AG-485 is required. Position is authorized by the program unit in cooperation with DEA.
- Upon agreement between program unit and DEA, the NOV is submitted to HR in GreatJobs.
- For EFNEP and IPM, when finalist is selected, email Bill McConnell to request salary range.