

MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: Executive Director Recruitment and Selection

POLICY NO: BOARD Prsnl 01 EFFECTIVE DATE: 12/10/2014

I. POLICY AND OBJECTIVES

The purpose of this policy is to establish the recruitment and selection procedures to be used for the selection of an Executive Director based on job-related qualifications, and to select the best candidate available for the position.

It is the policy of the Public Employees' Retirement Board (the Board) to recruit, appoint, assign and promote employees on the basis of merit and job-related qualifications without regard to race, color, national origin, age, religion, sex (including pregnancy), creed, political ideas, marital status, physical or mental disability, genetic information, or sexual orientation.

II. PROCEDURES

- A. This policy applies only to the recruitment process for the Executive Director of the Montana Public Employee Retirement Administration (MPERA).
- B. The following process is in addition to the Administrative Rules of Montana and State personnel policy.
- C. The Board will evaluate the qualifications of both internal and external candidates as part of the same applicant pool.
- D. The Board and MPERA will utilize the human resource staff within the Department of Administration to facilitate the recruitment and selection process.
- E. The Board and MPERA will comply with all required hiring preferences.
- F. The Board may establish a budget for the anticipated expense related to the hiring process, including, but not limited to, outside human resources consultants, travel expenses, video conferencing and vacancy postings. The budget may, at the Board's discretion, include reimbursement to candidate for travel, lodging and meal expenses related to the job interview.

- G. The Board shall nominate a selection committee to screen and interview candidates for the Executive Director.
 - 1. The selection committee may request assistance from MPERA staff and will utilize the human resource staff of the Department of Administration.
 - 2. Candidates for the Executive Director may be recruited internally if qualified candidates are available.
 - 3. The job profile for the position will be evaluated and updated before recruitment is started by the human resources staff at the Department of Administration.
 - 4. Selection criteria must be developed and written before interviews begin.
 - 5. For external recruitment, the committee will decide the length of time and the geographic area to be covered to recruit qualified candidates.
 - 6. The selection committee will promptly notify candidates of the hiring decision.
 - 7. The selection committee will recommend a candidate or candidates to the entire Board, and the Board will select the final candidate.
- H. The Board delegates recruiting and hiring of all other MPERA staff to the Executive Director.
- I. This process shall be followed unless it conflicts with specific statutes or state personnel policies, which shall take precedence to the extent applicable.

III. CROSS REFERENCE GUIDE

The following laws, rules or policies may contain provisions that apply to the Executive Director recruitment and selection process. The list should not be considered exhaustive– other policies may apply.

Section 2-18-1201, MCA State Employee Protection Act
Section 39-29-101, MCA Veteran's Employment Preference
Section 39-30-101, MCA Disabled Person's Preference
Section 49-3-201, MCA Montana Human Rights Act
ARM 2.21.14: Persons With Disabilities Employment Preference Policy
ARM 2.21.36: Veteran's Employment Preference
ARM 2.21.37: Recruitment and Selection Policy
MOM Probation Requirements
ARM 2.21.40: Equal Opportunity, Nondiscrimination, and Harassment Prevention Policy
ARM 2.21.66: Employee Record Management Policy
MOM Broadband Pay Plan Policy

IV. HISTORY

Board Prsnl 01 – Executive Director Recruitment and Selection
Originally approved March 25, 2004
Amended March 31, 2006
Amended July 13, 2006
Amended January 31, 2013
Amended December 10, 2014