

I. POLICY AND OBJECTIVES

~~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 their race, color, religion, creed, political ideas, national origin, sex, age, marital status or physical or mental handicap, except where the reasonable demands of the position require such a distinction.~~

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

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Comment [EY1]: Standard language used by State HR.

II. PROCEDURES

- A. This policy applies ~~specifically only~~ to the recruitment process for the Executive Director ~~for~~ of the Montana Public Employee Retirement Administration (MPERA).
- B. The following process is in addition to the Administrative Rules of Montana, including and State personnel policy.
- C. The Board ~~encourages internal recruitment when qualified candidates are available will evaluate the qualifications of both internal and external candidates as part of the same applicant pool.~~
- D. ~~To the extent practical, the Board and MPERA will follow the guidance of~~ 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 personnel-selection committee to screen and interview candidates for the Executive Director.

1. The personnel-selection committee may request assistance from MPERA staff ~~or the~~ and will utilize the human resource staff of the Department of Administration.

~~2. The personnel committee may contract with outside human resource professional consultants at an expense not to exceed the amount established by the Board pursuant to Section F. of this policy.~~

Comment [EY2]: This topic is covered in Section F. above.

~~3.2.~~ Candidates for the Executive Director may be recruited internally if qualified candidates are available.

~~4. The personnel committee and Executive Director may consider Job Registry applicants as internal candidates.~~

Comment [EY3]: This does not need to be called out specifically and is part of the referenced documents.

~~5.3.~~ 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.

~~6.4.~~ Selection criteria must be developed and written before interviews begin.

~~7.5.~~ For external recruitment, the committee will decide the length of time and the geographic area to be covered to recruit qualified candidates.

~~8.6.~~ The personnel-selection committee will promptly notify candidates of the hiring decision.

~~9.7.~~ The personnel-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 negotiated labor contracts, specific statutes or state personnel policies, which shall take precedence to the extent applicable.

Comment [EY4]: This position would not be included in labor agreement.

III. CROSS REFERENCE GUIDE

The following laws, rules or policies may contain provisions ~~that might modify a decision relating to reduction in force~~ 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 39-71-317, MCA Workers' Compensation 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

~~ARM 2.21.38: 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

Comment [EY5]: This is not a hiring preference.

IV. HISTORY

Board Prsnl 01 – Executive Director Recruitment and Selection

Originally approved March 25, 2004

Amended July 13, 2006

Amended March 31, 2006

Amended January 31, 2013

Comment [EY6]: These dates seem to out of order.