



COUNTY OF SAN BERNARDINO

NO.

3-1.11

ISSUE 4/96

PAGE 1 OF 1

BY

Janet Serros

EFFECTIVE 4/92

STANDARD PRACTICE

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

ADVERTISING PROCEDURES -
EMPLOYMENT

APPROVED

James McReynolds
James McReynolds, Director

I PURPOSE

To establish a procedure for the coordination of employment advertising for positions in the Department of Behavioral Health which will assure a reduced advertising rate and timely payment of invoice.

II PROCEDURE

- A The hiring authority will determine the need for advertising in coordination with the Assistant Personnel Officer for the Department and the Personnel Analyst in the County Human Resources Office responsible for the recruitment.
- B. The Assistant Personnel Officer will notify the Personnel Analyst in the County Human Resources Office of Department positions authorized for employment advertising.
- C. The Personnel Analyst in the County Human Resources Office will be responsible for placing the advertisement and determining the exact wording. The Assistant Personnel Officer will have final approval on the content of all advertisements.
- D. The Personnel Analyst will require a cost center number to charge the Department for advertisements placed. If coding information concerning cost centers is required, contact the Fiscal Services section of the Department of Behavioral Health. The County Human Resources Office will pay the invoice and charge the Department through an expenditure transfer.
- E. All records of employment advertising will be maintained by the Personnel Analyst in the County Human Resources Office as part of the recruitment record.