



Human Resources & Risk Management

COUNTY OF IMPERIAL

RODOLFO AGUAYO
Director of Human Resources &
Risk Management

February 15, 2024

Dear County Employee:

As part of the ongoing strategic plan initiative approved by the Board of Supervisors on December 19, 2023, our office is introducing a 1-year pilot program to streamline the recruitment process. The success of NeoGov provides a unique opportunity to consider shorter recruitment windows but still comply with the overall purpose behind our ordinances.

The 1-year Pilot Program was approved by the Board of Supervisors on February 14, 2024, and will be effective March 1, 2024 through February 28, 2025. Therefore, for all new recruitments posted on/or after March 1, 2024, the following recruitment windows will apply:

1. **Recruitment window for intra-departmental recruitments will be 5 calendar days.**
2. **Recruitment window for inter-departmental recruitments will be 10 calendar days.**
3. **Recruitment window for countywide recruitments will be 10 calendar days.**

In addition, recruitment will be allowed to close on a weekend or holiday, whereas currently, recruitment is extended to a workday. As an example, currently, if the deadline falls on a Saturday, it would be moved to Monday. Beginning March 1, 2024, they will now close on Saturday.

However, to ensure that you receive proper notification of openings, our office will integrate automatic notifications through NeoGov for those employees that elect to receive them. Below are instructions to receive notifications:

- 1 - Sign in to your Government Jobs account for County of Imperial.
- 2 - Select the *Menu* option on the top left hand side of your screen.
- 3 - Select *Email Job Alerts*.
- 4 - You should now see a list of categories. Check on the boxes of the categories you would like to receive notifications for and click on the *Subscribe* tab.
- 5 - You will now see a Job Interest Card with your name and email address. Select *Submit*.
- 6 - You will now receive an email from Government Jobs.com to confirm the change.

In addition, the Pilot Program will now allow for eligibility lists for the classifications of Office Assistant III, Office Technician, Account Clerk III, Accounting Technician, and the Equipment Operator series. Departments will still be able to do individualized recruitment but only by using an intra-departmental or inter-departmental option.

Finally, should the modifications prove to be beneficial to departments, we would be seeking to permanently modify our ordinances upon the pilot program ending.

Sincerely,

Rodolfo Aguayo

Director of Human Resources and Risk Management
AN EQUAL OPPORTUNITY EMPLOYER

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