

## 6.5 Promotional Opportunities

Promotions are vertical movements in the organizational hierarchy from one position classification to another, usually accompanied by increases in duties and responsibilities, as well as salary. The Office, under the auspices of the Anne Arundel County Office of Personnel and in accordance with legal requirements, adheres to a professional employee advancement philosophy. Responsibility for coordinating promotional activities is vested in the Sheriff's Office *Human Resources Coordinator*.

### 6.5.1 Promotional Process

When a position vacancy occurs within the Office, the HR Coordinator will complete and forward a *personnel requisition* to the Anne Arundel County Office of Personnel. Once approval to fill a vacancy has been granted, examination efforts will ensue according to Office of Personnel and Sheriff's Office procedures and practices. Promotional activities include some or all of the following: evaluating the promotional potential of candidates, administering oral and/or written tests, considering the use of assessment centers, providing procedures for review and appeal of selection results, establishing procedures for re-application, determining eligibility requirements for lateral candidates, and ensuring the security of promotional materials.

### 6.5.2 Eligibility Lists and Candidate Selection

All elements used to evaluate candidates will be job-related and non-discriminatory. A written announcement will be distributed to those employees eligible for promotional consideration. The cumulative effort of the selection process results in the formulation of an *eligibility list*. Once established, an eligibility list may remain active for up to two (2) years, but may be dissolved by the Sheriff at any point prior to that time. The development of an eligibility list includes assigning numerical weights to eligibility requirements, ranking candidates on the list, and assessing/verifying time-in-grade/rank requirements. To fill a vacancy, the Sheriff commonly selects to promote an individual from among the top five (5) candidates on the eligibility list.