



SECTION: HR
TOPIC: ALTERNATIVE SELECTION
FEBRUARY 2022

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: ALTERNATIVE SELECTION

I. PURPOSE

As per County Ordinance Ch. 18.33, *Alternative Selection*, the Dane County Board of Supervisors recognizes that some persons are at a disadvantage in obtaining employment because of a disability or social or economic disadvantage. This has diminished the ability of these affected groups of people from obtaining relevant experience in jobs that they might otherwise be able to perform. The Board further recognizes that the concept of *Alternative Selection* is a useful measure where members of an affected group or persons with disabilities are not able to perform all the tasks of a particular job but may be able to when the job itself can economically and effectively be restructured to allow the hiring of such persons. Persons so hired will gain needed work experience and self-confidence to advance to other jobs. The Board further recognizes that traditional methods of employee selection, especially written and multiple-choice tests, often have a disparate impact on affected groups or persons with disabilities and, in addition, cannot always be validated for job-relatedness. The concept of Alternative Selection can be a viable alternative to traditional testing and certification procedures.

II. DEFINITIONS

Disability: is defined as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Socially Disadvantaged Individual: is a person whose disadvantageousness derives from their color, national origin, gender, disability, long-term residence in an environment isolated from the mainstream of American society, or other similar cause beyond the individual's control.

Economically Disadvantaged individual: is a socially disadvantaged individual whose ability to compete for employment has been impaired due to diminished past and present economic and employment opportunities.

III. POLICY

The following considerations are taken into account to determine if an Alternative Selection recruitment might be useful, economically feasible, socially desirable or in the best interest of the County:

1. In making a decision to recommend or not recommend the use of Alternative Selection in filling a position, the Manager of Equal Employment Opportunity considers the numbers of County employees belonging to socially and economically disadvantaged groups and persons with disabilities presently occupying other positions in the job classification being recruited for. While the



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data on racial/ethnic minorities and persons with disabilities can be used as a guiding factor, a position does **not** have to be under parity to use Alternative Selection.

2. Other considerations are the ability of the hiring department to restructure the position to allow filling the position under this section, the potential costs to the County in filling the position under this section, the recommendation of the department head or their agent, and intent of Federal or State funded programs requiring Alternative Selection.
3. Additionally, the County Executive, in consultation with the Director of the Department of Administration, can determine if a position will be recruited using the Alternative Selection process.
4. If at the end of the two-week posting period, no qualified Alternative Selection applicants are found, the position is posted as an Open/Promotional recruitment.

IV. ALTERNATIVE SELECTION SOURCES

Many of our sources are long-standing and have worked with the County since the inception of Alternative Selection. They often work with specially funded programs, but more importantly, knowledge of their work with socially or economically disadvantaged individuals or adults with disabilities is documented and well known. New sources can be added if their mission supports these targeted communities.

The status of the designated Alternative Selection sources will be reviewed annually.

END OF POLICY



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RESPONSIBILITY

ACTION

Diversity Recruitment Specialist

1. Is assigned to the position recruitment and notifies the Alternative Selection agencies of the two-week customized open application period.

By requesting Alternative Selection, the position is **not** posted internally or externally—it is sent exclusively to the listed organizations who inform their clients, employment specialists, case managers, etc.

Applicants

2. Must come through the designated Alternative Selection sources to be eligible for consideration. Current Dane County employees are not eligible to apply unless they are working with an Alternative Selection agency.

Alternative Selection Agency

3. The agencies inform the Diversity Recruitment Specialist of prospective applicants and provide the candidate's contact information so they may reach them directly.

Diversity Recruitment Specialist

4. Makes the recruitment temporarily available to the candidate so they may submit their application.

Applicants are screened and must still meet the minimum job qualifications as well as complete any supplemental questions or background checks associated with the posting. Just as with other recruitments, they have a three (3)-day appeal period to justify that they meet the minimum qualifications.

Department

5. An Eligibility List with candidate names is sent to the department to interview. The department must interview and reject all applicants found through Alternative Selection before any other recruitments can occur.

Re-posting

6. If at the end of the two-week posting period, no qualified Alternative Selection applicants are found, the position is posted as an Open/Promotional recruitment.