

**ADMINISTRATIVE PROCEDURES**

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| **10.22 Agency Recruiting Committee**  | **Revised: December 8, 2023** |

1. PURPOSE

The purpose of the Agency Recruiting Committee is to provide the agency’s Department Head Council a standing committee focused on addressing employee recruitment issues and opportunities for improvement.

2. MEMBERSHIP

2.1 The Committee is comprised of five members appointed by the Department Head Council. The Committee will annually elect one member to serve as chair.

2.2 The Committee may utilize other subject matter experts within the agency to assist on specific issues under review.

1. COMMITTEE RESPONSIBILITIES

The Committee will:

* 1. Research and analyze employee recruitment issues or opportunities for improvement.
	2. Develop proposed changes to employee recruitment activities and programs.
	3. Provide advice and recommendations to the Department Head Council on employee recruitment matters.
	4. Participate in agency recruiting activities and initiatives.

4. MEETINGS

The Committee will meet as needed. The chair will schedule and facilitate the meetings. The chair will also communicate the Committee recommendations in writing to the Committee members and the Department Head Council.

5. REPORTING RELATIONSHIP

 The Committee reports to the Department Head Council.

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