

CIVILIAN HIRING SURVEY - 04/10/18

QUESTION 1

How long does it take to fill a civilian vacancy?

Anne Arundel County: If a test is required 6 months. About 4 months if no test is required.

Baltimore City: 3 - 6 months for an existing approved position. May take up to 1 year if it is a new creation or reclassification.

Howard County: 4 to 6 months

Montgomery County: Appx. 4 to 6 months normally. 8 months with hiring freeze.

Prince George's County: 8 to 12 months

QUESTION 2

How long does a civilian background take to complete?

Anne Arundel County: 4 to 6 weeks (background done by Police Department)

Baltimore City: 30 day minimum

Howard County: 1 month

Montgomery County: Police Department does their own and it takes 6 weeks.

Prince George's County: 3 to 6 months

QUESTION 3

Length of time for the budget approval process

Anne Arundel County: Uses the electronic approval process and can take up to 1 week.

Baltimore City: 30 days for existing vacancies but at least 6 months new creations or reclassifications

Howard County: HR Manager will return call when she returns to office on Thursday

Montgomery County: If existing vacancy, not necessary for budget approval on previously approved position currently a freeze. Since freeze in January, it is necessary to seek budget approval process and that can take

Prince George's County: Average between 3 to 6 months.

QUESTION 4

Length of time announcements stay posted/open

Anne Arundel County: Posts their own announcement and stays open for 20 days.

Baltimore City: Main HR posts announcements and stay open 2 weeks.

Howard County: HR Manager will return call when she returns to the office on Thursday

Montgomery County: 2 weeks if it is a position specific to a police department positions. PD does their own announcement. If generic main HR does announcement, it stays posted for 2 weeks also.

Prince George's County: Majority positions are posted for 2 weeks if wanted posted longer that can be arranged

QUESTION 5

How long does it take to receive the certificate of eligible candidates after the announcement closes?

Anne Arundel County: Does own rating application. Takes between 1 and 2 weeks.

Baltimore City: Takes 2 and 3 weeks to get a certificate of eligibles.

Howard County: HR Manager will return call when she returns to the office on Thursday

Montgomery County: After announcement closes, if it is a PD position they screen their own and it generally takes 2 to 3 weeks. If screened by main HR, may take 2 to 3 weeks. Working to automate the hiring process by July 1, 2018. Use supplemental questions and preferred qualifications for screening out applicants.

Prince George's County: 1 to 3 months.

Summary: Speeds process up by announcing and screening applications in house and also by completing background checks in house. Process is also quicker when fully electronic and less paperwork. Background completion time appears to be the biggest factor among the agencies contacted. Every surveyed department completes backgrounds **MUCH** faster than PGPD. Amount of time that vacant civilian positions are posted is consistent.

s. There is
up to 2

ged.

takes 1-2
18, will

background
appears to be
faster