



# OFFICE OF THE HUNTERDON COUNTY PROSECUTOR

## HUNTERDON COUNTY PROSECUTOR'S OFFICE RECRUITMENT PLAN

**GOAL:**

The Hunterdon County Prosecutor's Office intends to attract and recruit qualified candidates for various positions within the agency. Positions within the Hunterdon County Prosecutor's Office include clerical staff, legal staff, and investigative staff. An emphasis is placed on recruiting personnel that represent the diversity of the entire County of Hunterdon and to reduce any disparities, whether racial or gender-based, in representation of the county population.

**GENERAL:**

The Hunterdon County Prosecutor's Office is governed by 2A:158-1 and 2A:157-10, as well as New Jersey Civil Service guidelines for clerical staff. The Hunterdon County Prosecutor's Office recruitment is open to all residents of New Jersey.

***The Hunterdon County Prosecutor's Office is an equal opportunity employer in all facets of the personnel process.***

**CURRENT DEMOGRAPHICS:**

Race/Ethnicity	Service Population (Hunterdon County)		Current Sworn Officers All		Current Sworn Officers Male		Current Sworn Officers Female	
	#	%	#	%	#	%	#	%
American Indian or Alaska Native		0.2%	0	0%	0	0%	0	0%
Asian		4.8%	0	0%	0	0%	0	0%
African-American		3.3%	0	0%	0	0%	0	0%
Native Hawaiian or other Pacific Islander		0.2%	0	0%	0	0%	0	0%
Caucasian		89.9%	20	83%	14	58.3%	6	25%
Two or more races		1.6%	0	0%	0	0%	0	0%

Hispanic or Latino *Hispanics may be of any race	7.8% *Percentage not included in total	4	17%	3	12.5%	1	4.2%
<b>Totals</b>	<b>129,924 100.0%</b> <b>(As of July 1, 2022)</b>	<b>24</b>	<b>100.0%</b>	<b>17</b>	<b>70.8%</b>	<b>7</b>	<b>29.2%</b>

**\*\*\*Service Population data is from the U.S. Census Bureau as of July 1, 2022**

In reviewing the demographic data, the Hunterdon County Prosecutor’s Office will seek to attract candidates in the following groups:

- Asian, Pacific Islander, multiracial
- African American
- Female

**RECRUITMENT:**

1. Current employees are usually the best recruiters, as employees want to work with those that would contribute positively to the agency. As such, employees shall recruit and refer those that they believe to be qualified and would contribute to the progress of the agency.

2. Internships have been a productive and valuable recruitment tool. Internships allow the agency to see the potential candidate working alongside current employees. Internships serve as a tool to enable the agency to evaluate the potential candidate as to whether they would be a valuable member of the agency.

3. Educational institutions generally have a diverse population, and many students may not be aware of the career opportunities provided at an agency like the Hunterdon County Prosecutor’s Office. Participation in career fairs or programs at higher level educational institutions. Also, active recruitment of college students who are seeking an internship.

4. Continued participation at community events in which the agency would be highly visible to the public. When the community sees agency members at public events, it provides the potential for positive interaction. Often, the community is unaware of all the facets of the Hunterdon County Prosecutor’s Office. Having agency members be visible and interacting with the community opens opportunities to recruit from the community we serve.

5. Continue to advertise for open positions within the agency. The Hunterdon County Prosecutor’s Office has a Facebook page, as well as a website, where career opportunities have been announced. Maintaining an active social media presence also helps recruit potential candidates, especially those who use social media for career networking. On applications, inquire how the applicant learned of the job opportunity.

6. In addition to posting job opportunities, the following would be useful to include with the posting:

- a. Salaries and benefits
- b. Description of duties and expectations
- c. Training requirements
- d. Qualifications (educational level, skills)

**REVIEW AND EVALUATION:**

1. The Chief of Detectives, or his designee, shall conduct an analysis of the Recruitment Plan annually. The following shall be reviewed:

- a. Number of applicants vs. the number of targeted applicants from underrepresented groups.
- b. Number of appointments vs. the number of targeted appointments from underrepresented groups
- c. Events attended by members of the agency wherein members are engaged in any level of recruitment
- d. Reviewing how applicants learned of job opportunities and then evaluating the effectiveness of how job opportunities are announced (i.e. Facebook, website, etc.)
- e. Redesigning the Recruitment Plan if necessary

On January 6, 2023, the Recruitment Plan was reviewed and amended to reflect the current demographics of the Hunterdon County Prosecutor's Office. In 2022, employment opportunities were posted on social media and recruitment of potential applicants was conducted. HCPO personnel participated in various community events, including but not limited to the Hunterdon County Fair, Balloon Fest, and other events, in part to promote positive community interactions.