

Personnel Rule 400: VACANCIES AND CERTIFICATION (include hiring freeze waivers)

*Note: Certain position allocations are required to be filled by State Merit Systems, and, as such, shall follow State Merit Systems rules and procedures when such rules or procedures are in conflict with any aspect of Rule 400*

401: NOTICE OF VACANCY - Whenever an employing department desires to fill a current or anticipated permanent vacant position allocation, the department may do so by internal demotion of a qualified current employee, by lateral transfer of a qualified current employee, or by eligibility list. If the department wishes to fill the vacancy with an eligibility list, the department shall submit a requisition to fill the vacancy in a manner prescribed by the Human Resources Director.

402: CURRENT VACANCIES - Vacancies in permanent position allocations shall be filled by internal demotion or eligibility lists. Provisional or extra help appointments may be made in accordance with Rules 904 or 903. Management positions may be filled by appointment provided that the Board of Supervisors has exempted the filling of that position allocation from the competitive process.

402.1 Order of Certification from Eligibility Lists

Names shall be provided by the Human Resources Director to the employing department in the following order:

- A) Persons on a reemployment list
- B) Persons on a transfer list
- C) Persons on a promotional only recruitment eligibility list
- D) Persons on a reinstatement list
- E) Persons on an open recruitment eligibility list

402.2 Recruitment

If an eligibility list is not available for the position or flexible class for which the current or anticipated vacancy exists, the recruitment process shall be initiated. As an alternative to the recruitment process, the Human Resources Director may notify the employing department of another list considered to be suitable for that position or flexible class, and the employing department may use that list for the current or anticipated vacancy. At the employing department head's discretion appointments may be made from that alternate list or a recruitment may be initiated.

402.3 Appointment

The employing department shall notify the Human Resources Department of the person or persons requested for appointment in a manner prescribed by the Human Resources Director. If the appointed eligible person fails to appear for duty at the time and place agreed upon, it may be deemed the person has declined the appointment, and his/her name may be removed from the list in accordance with Rule 604.

## Personnel Rule 500 – RECRUITMENTS, POSTING, DURATION

*Note: Certain position allocations are required to be filled by State Merit Systems, and, as such, shall follow State Merit Systems rules and procedures when such rules or procedures are in conflict with any aspect of Rule 500.*

501: MERIT BASED - The recruitment, announcement, and testing process for permanent positions with the County of Lake is based on the following basic merit system principles:

- 1) All selections shall be competitive unless specifically exempted by the Board of Supervisors per rule 402 or 602.3 C (ii):
  - a) Reasonable and appropriate effort is made to recruit qualified applicants.
  - b) All applicants are tested and grouped as to their relative qualifications and abilities. (If a single applicant, then s/he must be scored against a fixed standard.)
  - c) All appointments are made from the highest ranking group.
- 2) Tests shall be job-related.
  - a) Competitive tests shall consist of one or more parts designed to assess factors that are indicative of success on the job and do not assess factors that are irrelevant to job success.
- 3) Selections shall be impartial.
  - a) Tests shall be fair and impartial.
  - b) All applicants have an equal opportunity to demonstrate their qualifications under the same conditions and according to the same standards.
  - c) No applicant shall be discriminated against for employment or opportunity based on race, color, religion, sex, physical disability, medical condition, marital status, age, national origin, ancestry, political opinions, or other not-merit factors which are not substantially related to successful performance of the duties of the position.
  - d) No applicant shall receive special advantages or disadvantages in the way the test is designed, administered or scored.
  - e) Requests for reasonable accommodation during the testing process should be made by the applicant in advance and will be reviewed on an individual basis.

502: RECRUITMENTS - Recruitments shall be opened when a vacancy occurs or is anticipated in a permanent allocated position. Recruitments may require an approved waiver if a formal or an informal hiring freeze is currently declared by the Board of Supervisors. Departments shall request recruitments in the manner prescribed by the Human Resources Director. Recruitments may be extended, postponed, and/or cancelled by the Human Resources Director. Department heads may request that the Human Resources Director take such action. In the event of such actions, all persons who have already applied for the recruitment will be notified.

503: RECRUITMENT TYPES- The department will specify either an Open Recruitment or a Promotional Only Recruitment to fill the position vacancy and will also specify the type of such recruitment to be administered. Open and Promotional Only Recruitments for the same vacancy may run concurrently.

#### 503.1 Open Recruitments

Open Recruitments are open to any applicant who meets the minimum qualifications for the position or flexible classification as stated in the job description by the final filing date or a date prior to hire specified in the recruitment announcement. Open recruitments may be administered as either Scheduled or Open until Filled.

A) Scheduled – Scheduled open recruitments have a final filing deadline. Department heads may request that the Human Resources Director extend this deadline.

B) Open until Filled - Open until Filled recruitments may be announced after an Open Scheduled recruitment has failed to fill the vacancy and with the concurrence of the applicable department head and the Human Resources Director. Open until Filled recruitments are subject to close at any time when the employing department makes a conditional offer of employment or when ten (10) qualified candidates have been referred on the eligibility list but have not yet been interviewed by the department.

Qualified applicants for an Open until Filled recruitment will have their names added to an Unranked Open until Filled recruitment eligibility list as the qualifications screening panel makes the qualification determination. Departments will interview candidates from the eligibility list as names are added. If the unranked eligibility list consists of ten (10) qualified candidates for the Open until Filled recruitment who have not yet been interviewed by the employing department, the recruitment will be closed.

## 503.2 Promotional Only Recruitments

Promotional Only Recruitments shall be used primarily for positions in which experience in a lower position is required or desirable or when filling the position internally is in the best interest of the County.

A Promotional Only Recruitment shall not be used if there is only one qualified potential applicant in County service.

On both the final filing date and the day prior to appointment the selected candidate for Promotional Only Recruitments must either:

- Be employed in a permanent County position ( not provisional – not extra help); or
- Be eligible for a reemployment list for another position due to layoff; or
- Be serving a provisional appointment to a promotional position and have been a County of Lake employee in a permanent position at the time of that provisional appointment.

Promotional Only Recruitments may be administered as either Standard or Training Assignments Considered.

### A) Standard

Applicants for Standard Promotional Only Recruitments must possess the minimum qualification requirements for the position or flexible class by the final filing date or a date prior to hire specified in the recruitment announcement.

### B) Training Assignments Considered

Applicants for Promotional Only - Training Assignments Considered recruitments are credited with one year of experience in the position for which they are applying before their application is screened for meeting minimum qualifications. Including this additional credit, applicants must possess the minimum qualification requirements for the position or flexible class by the final filing date or a date prior to hire specified in the recruitment announcement.

This credit is only used in screening for minimum requirements and may not be used to qualify for entering a flexible classification at a higher level, for flex promotion at an earlier date, or for any other benefit not offered to other promotional applicants.

504: RECRUITMENT POSTING- The Human Resources Director shall post a recruitment announcement that includes at a minimum: the title of the position or flexible class being recruited; the typical hiring salary range; how to view the full job description; typical minimum requirements education and experience requirements for the position

or the first level of a flexible class; when and how to file an application. If the department is choosing the option for a Supplemental Questions testing in the event of a Strong Response, then the posting must contain those Supplemental Questions and a disclosure to applicants as to how and when those questions will be used. Other pertinent information may also be included in the job posting.

A recruitment shall be considered posted when a recruitment announcement is posted either electronically on the County website and/or manually on the County bulletin board maintained for this purpose.

Additional notices of recruitment and advertisements may be published with the concurrence of, or at the direction of, the applicable department head.

**505: RECRUITMENT DURATION** - The duration of a recruitment shall be requested by the applicable department head and included in the recruitment posting. All recruitments for positions or flexible classes must be announced for at least ten (10) calendar days, except that:

- 1) for Promotional Only recruitments the number of calendar days may be a minimum of five (5) calendar days.
- 2) for any recruitment the Human Resources Director may direct that a recruitment be closed prior to the announced closing date or the ten (10) day minimum when s/he deems that a sufficient number of applications have been received. The Human Resources Director shall not close a recruitment for this reason until the recruitment has been open for a minimum of five (5) calendar days.
- 3) for any recruitment the Human Resources Director may direct that a recruitment be closed and/or cancelled for reasons related to allocation, budget, procedure, process, or other appropriate reason.

#### **Personnel Rule 600 – APPLICANT’S RESPONSIBILITIES, MINIMUM QUALIFICATIONS, SCREENING, DISQUALIFICATION APPEALS, AND PRE-EMPLOYMENT MEDICAL REVIEW**

*Note: Certain position allocations are required to be filled by State Merit Systems, and, as such, shall follow State Merit Systems rules and procedures when such rules or procedures are in conflict with any aspect of Rule 600.*

#### **601: APPLICANT RESPONSIBILITIES -**

##### **601.1 Submitting Applications**

Applicants are to submit applications in the manner currently prescribed by the Human Resources Director for that recruitment and as prescribed in the recruitment announcement. It is the responsibility of the applicant to complete

fully the application, any applicable supplemental questions, and to provide any required attachments if applicable. Applications must be submitted by the closing of the job posting. Applicants should be aware that some recruitments may be closed earlier than the deadline listed on the recruitment posting per Personnel Rule 505.

#### 601.2 Application Content

It is the responsibility of the applicant to demonstrate in the application and through any required attachments that the applicant meets the minimum qualifications as stated in the job description or meets minimum qualifications using additions or substitutions as defined in Personnel Rule 602.3. The qualifying screening panel will not consider knowledge of an applicant's education or experience that is not specifically listed in the application or required attachments.

**602: MINIMUM QUALIFICATIONS AND SPECIAL REQUIREMENTS-** No person shall be employed in or appointed to a position or flexible class unless s/he possesses in full the minimum qualifications of education and experience and special requirements prescribed for that position in the job description; however, substitutions, additions, and exceptions provided in Personnel Rule 602.3 may apply. Applicants must meet the requirements for the position or flexible class by the final filing date or a date prior to hire specified in the recruitment announcement. Such qualification may include any credit allowed by Personnel Rule 503.2 B if the recruitment is Promotional Only – Training Assignments Considered.

#### 602.1 Job Description

Minimum education and experience requirements will be listed in the job description for the position. The job description may also contain a description of preferable or desirable experience that is not required for initial qualification screening but may be used in Supplemental Question testing to identify applicants whose experience and education most closely match the needs of the department.

A qualifying statement(s) or phrase(s) such as:

- “Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying,” and/or
- “A typical way to obtain the required knowledge and abilities would be:”

or similar language may precede the minimum qualifications in the job description. These qualifying statement(s) or phrase(s) are made because the job description also applies to persons having less than the minimum

qualifications who have been appointed by the Board of Supervisors per the provisions in Personnel Rule 602.3 C ii.

#### 602.2 Qualifications Screening Panel

A qualifications screening panel made up of trained Human Resources staff shall evaluate the qualifications of the applicants for a given recruitment using the standards provided in Personnel Rule 602. The department head may, upon request, review the screening of the qualifications screening panel or send a representative to participate on his/her behalf. The department head or representative acts as a subject matter expert and may provide clarification and/or additional information about the type of education or experience listed on any application, and may ask for a rescreening of any application by the qualifications screening panel with the subject matter expert's additional input being considered. The qualifications screening panel cannot consider experience or education not included within the application packet. The Human Resources Director will make the final determination as to the applicant's qualification if the subject matter expert and the qualifying screening panel disagree about an applicant's qualification.

#### 602.3 Substitutions, Additions, and Exceptions

##### A) SUBSTITUTIONS –

- (i) Substitutions listed in the job description shall apply.
- (ii) Unless specifically exempted on the recruitment flyer, relevant experience and/or education as determined by the qualifications screening panel may be substituted at a ratio of two for one for the purpose of meeting the minimum qualification standard when a separate substitution is not listed in the job description.
- (iii) If a recruitment is for a position that is unique to a department, the department head may request that no substitutions defined in 602.3 A (ii) be used in screening for that recruitment.

##### B) ADDITIONS –

- (i) Promotional Only Training Assignments Considered recruitments provide for all applicants to be credited with one year of experience in the position for which they are applying before their application is screened for meeting minimum qualifications. Including this additional credit, applicants must possess the minimum qualification requirements for the position or flexible class by the final filing date or a date prior to hire specified in the recruitment announcement. Substitutions per Rule 602.3 A may also be used.

##### C) EXCEPTIONS –

- (i) If the job description specifies that an incumbent shall have a longer period to obtain certain special requirements, certifications, and/or licensures, then the job description's deadline shall apply.
- (ii) If qualified persons cannot be recruited the Board of Supervisors may authorize the appointment of persons having less than minimum qualifications.

#### 602.4 Notice

Applicants shall be notified in writing as to their status in the screening process by e-mail or another method approved by the Human Resources Director.

603: MINIMUM QUALIFICATION APPEALS- An applicant who submitted a complete application and any required attachments before the close of a recruitment may appeal disqualification determinations in the minimum qualifications screening process to the Human Resources Director within 5 calendar days of the notice of disqualification. In the event that 4 of the 5 calendar days are not County work days, the deadline shall be extended to 5pm on the first County work day following the 5 calendar days.

This appeal may include submitting additional information that may be useful in evaluating job related qualifications for consideration. The Human Resources Director will review the appeal and make a determination as to qualifications. If the appeal is successful the applicant will be included in the testing process provided that it has not already occurred or will be added to an Unranked Untested recruitment eligibility list if such list will be or was already issued – even if this brings the number on a previously issued unranked list to a number above the threshold described in Rules 801 and 802. Such additions to an unranked eligibility list shall not affect conditional offers of employment or appointments already made from that eligibility list.

604: DISQUALIFICATION- The Human Resources Director may disqualify an applicant, remove a candidate from an eligibility list, or refuse to refer any person on an eligibility list for any of the following reasons:

- A) Failure to demonstrate that the requirements or qualifications in the recruitment have been met
- B) Physical inability to perform the essential functions of the position with reasonable accommodation
- C) False statements of material fact, actual or attempted deception, fraud, or misconduct in conjunction with an application or test
- D) Attempts to interfere with the fair, equitable, and orderly conduct of any part of the competitive recruitment and/or testing process
- E) Failure to appear for or tardiness for a test
- F) Failure to comply with the provisions in Personnel Rule 600

- G) Being ineligible for rehire with the County
- H) Failure to report to work after appointment to a County position

605: PRE-EMPLOYMENT MEDICAL REVIEW PROGRAM- Pre-employment medical reviews are conducted to document the physical/medical condition of job applicants before they enter County service. This provides the County some assurance that every job applicant's health and safety is not at risk or impaired with respect to the job for which he/she is being considered and that all job applicants are medically able to perform their job duties. The review and examination, if necessary, shall be at no cost to the applicant. The documents obtained from the review and examination shall be maintained in a confidential file.

605.1 The Human Resources Director may, upon advice and consultation with the County Health Officer, establish physical standards for each class. Failure of candidates to achieve the minimum standard will result in disqualification for appointment.

605.2 Only tentative appointments in emergency situations will be offered to applicants who have not submitted to a County-required medical examination. Final appointment will be contingent on satisfactory medical examination.

605.3 In cases where the County decides to waive the physical examination, the Department Head or the Human Resources Director shall note why the examination was waived and such note shall become part of the employee's personnel file. Acceptable reasons for waiving any portion of the Medical Review Program are:

- A. The employee has satisfactorily completed a County physical within the last year.
- B. The employment is only for a short duration.

605.4 OCCUPATIONAL MEDICAL GROUPS To accomplish the program objectives three Occupational Medical Groups have been established to reflect the various physical requirements of all the positions in County service. Each regular position has been allocated to an Occupational Medical Group based on the physical demands of the job.

The Occupational Medical Groups are as follows:

**Occupational Medical Group I**

Positions which require a high degree of physical fitness and are covered by State standards regarding physical fitness.

**Occupational Medical Group II**

Positions requiring considerable manual labor, lifting or physical exertion where there is susceptibility to job-related injuries or where stress is an important job factor. Employees in this group are required to maintain a high degree of physical fitness. A Medical History Questionnaire and a complete physical examination by a medical doctor is required of employees in this occupation group.

**Occupational Medical Group III**

Office, supervisor or other positions requiring a minimum of physical exertion but may be subject to job stress or a work situation where physical limitations may exist.

**SEE APPENDIX "A" FOR A LISTING OF POSITIONS ASSIGNED TO EACH OCCUPATIONAL GROUP**

If the medical history, records or tests indicate a potentially abnormal condition which may relate to an applicant's employment, further tests, examinations or medical records may be ordered by the medical provider or the Human Resources Department.:

606: SELECTION PROCESS APPEALS- An applicant may appeal a disqualification in any phase of the selection process for any of the following reasons:

- (A) Improper procedure in the administration of the test;
- (B) Discrimination based on political belief;
- (C) Discrimination based on race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, sexual orientation, or any other legally protected class;
- (D) Any other misapplication of the rules relating to the selection process. Appeals shall be made to the Human Resources Director within five working days of notice of disqualification and shall be submitted in writing setting forth the nature of the appeal, the circumstances surrounding the appeal, and the nature of the relief which is sought.

**Personnel Rule 700: APPLICANT TESTING**

*Note: Certain position allocations are required to be filled by State Merit Systems, and, as such, shall follow State Merit Systems rules and procedures when such rules or procedures are in conflict with any aspect of Rule 700*

700: GENERAL - The testing process is designed to group applicants as to their relative qualifications and abilities. If there is a single applicant, then s/he must be scored against a fixed standard. Testing may be composed of one or more of the testing components listed in this rule.

701: DEPARTMENT TESTING FOR UNRANKED UNTESTED LIST- In the event that the number of qualified applicants is:

1. less than or equal to 10 for the first vacancy and 2 for each additional vacancy for a department specific position; or
2. 12 or fewer for a position that exists in multiple departments

the department head may request the issuance of an Unranked Untested recruitment eligibility list. If the department opts for such a list, then the department must invite all referred applicants to test using a department level interview or other testing process approved by the Human Resources Director. The department may, at the department head's discretion, request to forgo the Unranked Untested recruitment eligibility list and proceed with one or more of the tests listed in rule 703 in order to obtain a Ranked eligibility list or an Unranked Tested eligibility list.

**702: SUPPLEMENTAL QUESTION TESTING** - In the event that the number of qualified applicants is 25 or more, Supplemental Question Testing may be used to identify applicants whose backgrounds most closely match the needs of the department to move on to additional testing processes. Supplemental Question Testing may only be applied:

- A) if Supplemental Questions for this purpose were included with the job posting and application for the purpose of this testing; and
- B) the application included a disclosure to applicants as to how and when Supplemental Questions would be used for testing purposes.

The recruiting department head shall work with Human Resources staff to develop an objective scoring standard for the Supplemental Question Testing prior to the job posting. Human Resources staff will apply the standard objectively to all applicants. The Human Resources Director will direct staff to modify that standard if its use reduces the number of qualified applicants to a number less than 18 for the first vacancy, plus 2 for each additional vacancy for that recruitment.

Those applicants who pass the Supplemental Question Testing will continue to another testing phase of the recruitment process. Supplemental Question Testing may not be used to reduce the number of applicants in order to receive an Unranked eligibility list.

**703: OTHER TESTING GENERAL**- Unless an Unranked Untested recruitment eligibility list is issued, the testing process shall include one or a combination of the following types of qualifying tests: oral, written, performance, physical agility, or other forms of objective test designed to test the qualifications of the applicant for that position or flexible class. Additionally, all new employees and employees appointed to a new position or new department are subject to Probationary Periods.

The department head will determine if testing after the recruitment will be proctored and arranged for by the department or by the Human Resources department. Department staff involved in proctoring tests must be trained by Human Resources or by the outside testing agency if that testing agency has a separate proctor training requirement. Proctors must follow the test administration protocols currently

established by Human Resources or the outside testing agency, as applicable, to ensure scoring accuracy and safeguard the integrity of the testing process. See rule 705 for full test administration requirements.

#### 703.1 Written

Written tests must be used to measure knowledge, skills, abilities, or aptitudes related to work performance in a position or flexible class. Written tests must be approved by Human Resources before use.

#### 703.2 Oral

Oral interview panels shall be used to evaluate experience, training, education, and other factors related to work performance. Oral panel questions must be approved by Human Resources before use.

##### A) Oral Panel Composition –

Oral panels shall consist of at least three and not more than five voting members.

The hiring authority and an active Board of Supervisors member may not serve on the oral panel.

The panel composition must be approved by the Human Resources Director.

All departments are encouraged to have a panelist who does not work for, contract with, or volunteer for the County on the oral panel.

If the eligibility list for a recruitment will be used for vacancies in multiple departments the initiating hiring department should make every effort to include a panelist(s) from the other hiring department(s) that have a current vacancy(ies).

One of the three options below shall be used for panel composition.

Option 1 - All County employed panelists shall be in positions or formerly have held positions at a grade level above the position or flexible class being tested. 50% or more of the Option 1 panel may not be from one of the currently hiring departments. Panelists who are not County employed should be selected based on their

knowledge of the position and/or their prior experience as hiring managers.

Option 2 – All County panelists shall be in positions or formerly have held positions at a grade level above the position or flexible class being tested. Up to 67% of the panelists may be County employees from the initiating hiring department provided that they are not all in the same budget unit and division in that department. Panelists who are not County employed should be selected based on their knowledge of the position and/or their prior experience with hiring staff.

Option 3 – When the appointing authority is the only position at a grade level above the position or flexible class being tested, the department may request that a member of the department serve on the panel. The Human Resources Director will determine if this person may serve as a voting panelist or will serve as a non-scoring proctor. The remainder of the panel composition must follow Option 1.

Option 4 – In the event that a previously confirmed panel member is unable to attend the oral panel interview due to last minute unforeseen circumstances, the Human Resources Director may confirm a panel configuration that differs from the three options described above in order to prevent the cancellation of the oral panel interview. Notwithstanding this provision, no panel may be comprised of panelists exclusively from one hiring department.

- B) Substitution of Department Level Interview - In the event that by the interview confirmation deadline, fewer applicants confirm their interviews than the number that requires testing, the department head may request an Unranked Untested recruitment eligibility list comprised of those who confirmed their interviews provided that:
1. The Department Head substitutes the department level interview for the scheduled oral panel; and
  2. Candidates report to the same location as planned for the oral panel and keep their same confirmed interview appointment as established for the oral panel; and
  3. Candidates are notified in writing of the change in nature of the interview when they check in for their interview.

Performance tests may be used to evaluate the skill, speed, and accuracy with which tasks required in the position or flexible class are performed.

#### 703.4 Physical Agility

Physical agility tests may be used to measure agility, strength, coordination, or general physical fitness required to perform the duties of the position or flexible class. A waiver, releasing the County from liability will be required from each applicant who is to participate in such a test.

#### 703.5 Probationary Periods

Employees appointed to initial County service or employees who are transferring to a new position or new department shall serve a Probationary Period as described in applicable Memorandums of Understanding, Resolutions, and/or Personnel Rules. This Probationary Period is considered an extension of the testing process to confirm an appointed employee's ability to successfully perform all of the essential functions of a position.

704: VETERANS' PREFERENCE POINTS- Veterans of the Armed Forces of the United States who have received an Honorable Discharge shall be given preference in an initial appointment to permanent/probationary County employment. Such preference shall be in the form of 5 points added to his/her final composite test score for the purpose of placement on a ranked eligibility list subject to the following:

- A) Applicants must achieve a passing test score at each phase of the testing process.
- B) Veteran's Preference points shall apply when there is a ranked eligibility list and:
  - i) the applicant is not currently employed in a permanent/probationary County position
  - ii) the applicant has not previously held a permanent/probationary County position
  - iii) the applicant has provided a copy of Form DD214 or other acceptable proof of Honorable Discharge or proof of current active duty service in the armed forces on or before the close of the recruitment.
  - iv) If the applicant submitted proof of current active duty service in the armed forces, the applicant must show proof of Honorable Discharge by the date of appointment to County service
- C) Veteran's Preference Points do not apply to Unranked Tested or Unranked Untested eligibility lists.

705: TEST ADMINISTRATION- Tests may be administered either by Human Resources Staff or by the department staff at the department head's discretion, provided that the security, handling, and scoring of tests is done by methods and standards set forth by the Human Resources Director to ensure integrity of the testing process and scoring accuracy. In the event that the test is required to be scored by an outside entity, the security, handling and scoring of that test shall be done in accordance with the standards required by that outside entity when such requirements vary from the process set forth by the Human Resources Director.

#### 705.1 Qualifying Scores

The final score of an applicant shall be based on the tests and evaluations in the recruitment testing process. Minimum qualifying scores shall be set for each test and all applicants failing to achieve passing scores in any phase of testing shall be disqualified from further consideration. Tests may be sequential or weighted.

A) Sequential tests require passing a test in order to move to the next phase. Ranking will be done based on select test(s) in the sequence. In the event that the number of applicants passing a test in a sequential testing process is:

1. less than or equal to 10 for the first vacancy and 2 for each additional vacancy, for a department specific position, or
2. less than or equal to 12 for a non-department specific position

the department head:

- ii. may request the issuance of a Ranked or an Unranked Tested recruitment eligibility list, as applicable, and may forgo the remaining sequential tests; or
- iii. may proceed with the additional sequential tests.

B) Weighted tests require passing each test, however each test bears an established weight toward overall ranking. If the department is using weighted tests, the relative weighting of each test shall be disclosed to the applicants.

Applicants shall be informed of the minimum qualifying scores and relative weight, as applicable, in the invitation(s) to the test(s) and/or at the test.

#### 705.2 Oral Panel Scores

In oral panel interviews, voting members of the panel shall discuss the relative strengths and weaknesses of the candidate after the interview, but

shall not discuss scoring, and each panelist shall score each candidate independently. Panelists' scores shall be expressed in percentages with seventy (70) percent being the usual passing score. Changes in the passing score percentage may be approved by the Human Resources Director. The scores assigned by the voting members of the panel shall be averaged. If the average score of an applicant is below passing, but the majority of the voting members of the panel assign a passing score, then the applicant shall be given the minimum passing score. If the majority of the voting members of the panel assign a failing score, the applicant shall be failed regardless of the average score.

Applicants shall be informed of the minimum qualifying scores in the invitation(s) to the test(s) and/or at the test.

#### 705.3 Notification of Test Results

Each applicant taking a test shall be given prompt written notification by e-mail or other means approved by the Human Resources Director as to their score on a test or their status on a pass/fail test. At the end of the testing process applicants shall receive notice, if applicable, as to their final rating and procedures for the eligibility list.

#### 705.4 Review of the Test Materials

Recruitment tests, score sheets, and/or test materials shall not be available for review by applicants, candidates, or the public.

#### 705.5 Correction of Scoring Errors

An error in scoring, if called to the attention of the Human Resources Director within the life of the eligibility list shall be corrected. Corrections shall not, however, affect certifications of lists already issued to departments or appointments already made from an eligibility list.

### Personnel Rule 800: ELIGIBILITY LISTS

*Note: Certain position allocations are required to be filled by State Merit Systems, and, as such, shall follow State Merit Systems rules and procedures when such rules or procedures are in conflict with any aspect of Rule 800*

800: RECRUITMENT ELIGIBILITY LISTS GENERAL- There are four types of recruitment eligibility lists: Unranked Untested; Open until Filled Unranked, Unranked Tested; and Ranked. Exhaustion of all eligibility lists is subject to the concurrence of the Human Resources Director. The Human Resources Director shall issue names of candidates to the employing department in accordance with the following rules:

801: UNRANKED UNTESTED - In the event that the number of qualified applicants is:

- 1) less than or equal to 10 for the first vacancy and 2 for each additional vacancy for a department specific position; or
- 2) 12 or fewer for a non-department specific position

the department head may request the issuance of an Unranked Untested recruitment eligibility list.

The department head may request to forgo the Unranked Untested recruitment eligibility list and proceed with one or more of the tests listed in Rule 703 in order to obtain a Ranked or Unranked Tested recruitment eligibility list.

The employing department must invite all referred candidates on an Unranked Untested list to test further at the department level using a department selection interview or other testing process approved by the Human Resources Director. All candidates must be tested unless a candidate(s) waives the interview or test, does not respond to the invitation to interview or test, or is disqualified.

The department head is responsible for ensuring that the results of the recruitment eligibility list are recorded timely and in a manner prescribed by the Human Resources Director.

An Unranked Untested recruitment eligibility list is considered exhausted for that department when:

- 1) the list expires or is no longer active, or
- 2) when all candidates on the list who participated in the test at the department level have been tested and considered and the department determines that no other hires will be made from that list.

802: OPEN UNTIL FILLED UNRANKED- Qualified applicants for an Open until Filled recruitment will have their names added to an Open until Filled Unranked recruitment eligibility list as the credentials screening panel makes the qualification determination.

As names are added, the department must invite candidates to test further at the department level using a department selection interview or other testing process approved by the Human Resources Director. All candidates must be tested unless a candidate(s) waives the interview, does not respond to the invitation to interview, or is disqualified.

If the unranked recruitment eligibility list consists of ten (10) qualified candidates for the Open until Filled Recruitment who have not yet been interviewed by the employing department, the recruitment will be closed and the Open until Filled Unranked Eligibility List will be finalized.

The department head is responsible for ensuring that the results of the recruitment eligibility list are recorded in a manner prescribed by the Human Resources Director.

Generally these lists continue until all vacancies are filled. However, if an Open until Filled recruitment is closed because 10 or more candidates have been referred and not yet interviewed, that list is considered finalized. A finalized Open Until Filled recruitment eligibility list is considered exhausted for that department when:

- 1) the list expires or is no longer active, or
- 2) when all candidates on the list who participated in the test at the department level have been tested and considered and the department determines that no other hires will be made from that list.

803: UNRANKED TESTED - Unranked Tested recruitment eligibility lists may be issued at the Department Head's request if a pass/fail test is conducted per Rule 800 and the number of passing applicants is:

- 1) less than or equal to 10 for the first vacancy and 2 for each additional vacancy for a department specific position; or
- 2) 12 or fewer for a non-department specific position.

If the department opts for such a list, then the department may select any candidate from that Unranked Tested list for hire.

At the discretion of the department head, the department may choose to further test all or some of the candidates on the Unranked Tested recruitment eligibility list at the department level using a department selection interview or other testing process approved by the Human Resources Director.

The department head is responsible for ensuring that the results of the recruitment eligibility list are recorded timely and in a manner prescribed by the Human Resources Director.

An Unranked Tested recruitment eligibility list is considered exhausted for that department when:

- 1) the list expires or is no longer active, or
- 2) when the department determines that no other hires will be made from that list.

804: RANKED— A recruitment eligibility ranking shall be established according to the testing procedures of Rule 800 and from the names of those persons successfully passing the testing process. The recruitment eligibility ranking shall be established as follows:

- (A) Names shall be arranged in the order of the final scores received from the highest score down to the lowest qualifying score.

- (B) Scores shall be computed in accordance with the relative weighted percentage value assigned to each part of the testing process. The final rating shall be determined by the total of the scores received by each candidate for each part of the testing process.
- (C) Whenever identical final scores are received, names shall be ranked the same on the eligibility list.

The Ranked recruitment eligibility list of candidates shall be issued equal to 10 for the first vacancy and 2 for each additional vacancy in that department. If more than one candidate has the lowest ranking on that list then all candidates achieving that same ranking shall also be certified on that Ranked recruitment eligibility list.

The department may select any candidate from the Ranked list for hire. Unless specifically exempted by these rules, no additional candidates will be referred from a ranked list for the same vacancy.

At the discretion of the department head, the department may choose to further test all or some of the candidates on the Ranked recruitment eligibility list at the department level using a department selection interview or other testing process approved by the Human Resources Director.

The department head is responsible for ensuring that the results of the recruitment eligibility list are recorded timely and in a manner prescribed by the Human Resources Director.

A Ranked recruitment eligibility list is considered exhausted for that department when:

- 1) the list expires or is no longer active, or
- 2) when the department determines that no other hires will be made from that list.

If an extensive background is required by law, the department may request that the list be reissued if the candidates who

- 1) fail to participate in the background; or
- 2) are disqualified by the background check process

total 30% or more of the currently issued list. In such case the department head will be responsible for ensuring that the background disposition results are recorded timely and in a manner prescribed by the Human Resources Director.

805: LIFE OF RECRUITMENT ELIGIBILITY LISTS- Unless an appeal is received under Rule 606, recruitment eligibility lists shall become effective upon certification by the Human Resources Director.

Recruitment eligibility lists shall generally expire in six months. Finalized Open until Filled recruitment eligibility lists generally expire six months after the last candidate was referred.

A recruitment eligibility list may be extended by the Human Resources Director for additional six-month periods, but in no event shall a list remain in effect for more than two years.

Recruitment eligibility lists may be inactivated at any time when, in the opinion of the Human Resources Director, the list no longer meets the County's need for service.

At any time during the life of a recruitment eligibility list the Human Resources Director may establish a new recruitment eligibility list by holding another recruitment. However, prior active recruitment eligibility lists must be exhausted by the department before the new recruitment eligibility list will be issued.

This rule shall have no effect on procedures outlined under Rule 802 regarding the administration of Open until Filled recruitment eligibility lists.

**806: DISQUALIFICATION FROM CERTIFICATION AND REMOVAL FROM LIST** - The Human Resource Director may disqualify a candidate from certification and/or remove a candidate from a list for any of the reasons listed in Rule 604.

Persons whose names are withheld from certification or removed from a list shall be notified of that action.

Names which have been removed from the recruitment eligibility lists may be restored by the Human Resources Director for the duration of the list, if the person provides written explanation, to the satisfaction of the Human Resources Director, why they should not be removed from the list. Such restoration to a list shall not affect conditional offers of employment or appointments already made from that list.