

Rule IV: Applications and Applicants

RULE IV

Applications and Applicants

Section A. Form and filing of applications

1. Application form

Application shall be made on the official form prescribed by the Personnel Director. The application shall be signed by the applicant and the truth and completeness of all statements shall be verified by this signature. Information indicating race, color, national origin, religion, sex, disability, sexual orientation, marital status, age, or political affiliation of an applicant shall not be used to discriminate in the selection process.

2. Acceptance of application

Applications must be received in the Division of Personnel office by the closing date specified in the Job Opportunity Announcement (JOA) if a closing date is specified. Qualified applicants shall be notified of the date, time and location of such examination.

3. Application for more than one job class

Applicants desiring to apply for more than one recruitment number must file a separate and complete application and all specific forms for each recruitment number unless otherwise specified in the job announcement or authorized by the Personnel Director.

4. Submission of supplementary information

Persons whose applications have been rejected because they were incomplete and who wish to be considered further must submit sufficient written supplementary information to complete their application prior to the date of the examination.

5. Property of the Division of Personnel

All applications received by Division of Personnel shall become the property of the County.

6. Applications for job classes for which examinations have not been scheduled

The Personnel Director with the approval of the Commission shall establish the minimum period of time applications shall be retained.

Section B. Qualifications for examinations

1. General

The Personnel Director shall develop or modify necessary qualifications for examinations. The Personnel Director shall consult with appropriate Appointing Authorities as necessary.

2. Residence

The Personnel Director with the approval of the Commission shall determine those examinations if any in which County residents shall be given preference.

3. Age

a. The Personnel Director may establish any reasonable minimum age limit as a requirement for examinations consistent with County, State and Federal legislation on age requirements. These age limits shall be published in the JOA.

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- b. When age limits are specified in the JOA, applications of persons who are outside the stated limits on the last date for filing applications will not be accepted.
- c. An applicant whose age does not conform to the requirements established for appointment to service in that job class may not be placed on an eligible list.

4. Sex

The Personnel Director may limit applicants for an examination to either sex if the Appointing Authority can substantiate in writing that a particular gender is a bona fide occupational qualification (BFOQ). The BFOQ based on sex must be specified in the JOA.

5. Physical standards

- a. An applicant for an examination or a person eligible for appointment may be required to furnish a medical certificate by a licensed physician designated by the Personnel Director. The certificate shall show that the applicant is physically competent to perform the duties of the position for which the applicant seeks appointment. Employment may be contingent upon successful completion of a physical examination.
- b. An applicant who fails to meet the physical standards established for a particular position, shall not be accepted for examination, or if accepted conditionally pending the completion of the physical examination, shall not be placed on the eligible list until physical standards are met or it is determined that reasonable accommodations can be made.

6. Knowledge, skills, abilities and personal characteristics

- a. The Personnel Director, after consultation with appropriate Appointing Authorities, shall establish such qualifications as to knowledge, skills, abilities and personal characteristics deemed necessary for appointment to a particular position.
- b. The Division of Personnel may reject the application of any person who does not meet the necessary qualifications as specified in the JOA.
- c. An applicant who does not meet the necessary qualifications but who will meet them upon completion of further educational work which the applicant has scheduled during the three months immediately following the closing date for applications may be permitted to participate in the examination, but the applicant cannot be considered eligible for appointment until the Division of Personnel has been furnished with proof of the successful completion of the required academic work.
- d. In examinations for scientific, technical, professional, or other specialized positions, the Division of Personnel may require proof of the possession of certificates of competency, or such licenses as may be required by law for the practice of the profession, art or trade involved, and may reject applicants who fail to furnish such proof or who do not produce valid certificates or licenses.
- e. For positions requiring certificates or licenses an applicant must show eligibility for such certificate or license at the time of taking the examination and must possess the required certificate or license before certification and appointment unless the Personnel Director shall authorize in a uniform manner an extended period of time in which to meet this requirement.

7. Investigation of applicants

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- a. Before or after examination or appointment the Division of Personnel may inquire into an applicant's record and background. The inquiry may include, but shall not be limited to, conviction records, driving records, education and employment verification and pre-employment drug testing.
- b. The Personnel Director may disqualify any person from examination whose record or background reveals a disqualifying factor as set forth in Section C. of this rule. The Personnel Director may use a disqualifying factor to remove a person from the eligible list.

Section C. Disqualification of applicants and eligibles

1. Reasons for disqualification

- a. fails to meet the requirements for examination specified in the JOA;
- b. fails to submit the application correctly or within the prescribed time limits specified in the JOA;
- c. makes a false statement as to any material fact or has practiced or attempted to practice deception or fraud in an employment document;
- d. has attempted to use prior to, during, or subsequent to the examination, deception, fraud, or influence of any kind for the purpose of obtaining a better grade on the examination or certification for appointment to any position;
- e. has directly or indirectly obtained information regarding examinations to which an applicant is not entitled or has taken part in the compilation, administration, or grading of the examination in which they are participating;
- f. has a record of previous unsatisfactory service, in County employment or elsewhere, of such a nature as to demonstrate lack of fitness for employment in the position for which the applicant has applied;
- g. has been convicted of violating a municipal, county, state or federal law which bears upon the person's proposed employment with the County;
- h. fails to meet the physical standards established for the position;
- i. abuses alcohol, any over-the-counter drug, any prescribed drug or uses any illegal drug;
- j. has otherwise violated the provisions of the Charter, the ordinance or these rules.

2. Conditional admission

Where doubt exists as to whether an applicant meets the requirements for examination, the Division of Personnel may authorize conditional examination, but such action shall not be construed as entitling the applicant to become eligible for certification or appointment until all requirements are met.

3. Right of appeal

Any person who is denied permission to compete in an examination, whose eligibility is cancelled or who is removed from any position under the provisions of this rule may appeal in writing to the Commission within 10 calendar days after notice of action. The Commission will render a final decision in accordance with Rule XXII, Appeals, Hearings and Investigations.