



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 78

Employment Background Check Process

Effective Date: February 25, 2020

POLICY STATEMENT

It is the intention of the County of Fresno Board of Supervisors to select the most qualified applicants for job openings. To achieve this goal, the County will conduct thorough consistent background checks on all candidates in identified positions to ensure they possess the necessary minimum qualifications and credentials required by the legal job specifications for the position being filled.

The purpose of this Administrative Policy is to:

1. Ensure honesty in the County recruitment and selection process;
2. Provide high quality services to the public through qualified employees;
3. Maintain professionalism in the County workforce;
4. Preserve accountability in the County recruitment and selection process; and
5. Safeguard the integrity of the County recruitment and selection process.

MANAGEMENT RESPONSIBILITY

The County Administrative Officer, working in conjunction with the Department of Human Resources Director, will implement this Administrative Policy through the development and countywide use of Guidelines for Conducting Background Checks.

Department heads or their designee are responsible for compliance with the Background Check Process as follows:

1. Conducting position-relevant background checks on all new and promotional hiring to ensure the selection of appropriately qualified candidates suitable for County employment;
2. Complying with appropriate Administrative Policies and the process outlined in the Guidelines for Conducting Background Checks; and
3. Ensuring the County's Background Check Process furthers the County's commitment to Equal Employment Opportunity in the hiring process.