

APPENDIX "A"

NOVEMBER 4, 2025 BOARD OF SUPERVISORS AGENDA

EFFECTIVE NOVEMBER 10, 2025**SALARY RESOLUTION**

(8% salary increase)

SECTION 100 - ALPHABETICAL POSITION LISTING

JCN	FLSA	CLASSIFICATION TITLE	BIWEEKLY STEP 1	BIWEEKLY TOP STEP	# of STEPS	FOOT- NOTES	PROB PERD	MED UNIT	GRP
1355	P	Senior Public Health Microbiologist	3632	/ 4636	6	T	12	UNR_MGT	1

SECTION 100 - FOOTNOTES

5. Employees in the following management classifications shall be eligible to receive a five percent (5%) retention premium pay differential upon completion of ten (10) years of continuous service, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.

- | | | |
|--|---|----------------------------------|
| ▪ Assistant Chief Probation Officer | ▪ Chief Child Support Attorney | ▪ Deputy Chief Probation Officer |
| ▪ Assistant Deputy Chief Probation Officer | ▪ Chief Defense Attorney | ▪ <u>Sheriff's Captain</u> |
| ▪ Assistant District Attorney | ▪ Chief Deputy District Attorney | ▪ <u>Undersheriff</u> |
| ▪ Assistant Public Defender | ▪ <u>Chief of Investigations</u> | |
| ▪ <u>Assistant Sheriff</u> | ▪ <u>Deputy Chief of Investigations</u> | |

6. ~~Employees in the following management classifications shall be eligible to receive a five percent (5%) retention premium pay differential upon completion of ten (10) years of continuous service, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.~~

- | | | |
|--------------------------------------|---|---------------------------|
| ▪ Assistant Sheriff | ▪ Deputy Chief of Investigations | ▪ Undersheriff |
| ▪ Chief of Investigations | ▪ Sheriff's Captain | |

SECTION 600 - PAID ANNUAL AND BEREAVEMENT LEAVES

611.4 Annual Leave IV (formerly known as Modified Annual Leave II; also known as Annual Leave 04 and Annual Leave 2004) - applies to represented employees pursuant to MOU who were hired on or after October 10, 1983; leave accrual is capped at six hundred (600) hours. This section shall also apply to employees designated under UNR, MGT, SMG and HDS, effective July 3, 2017. This section shall also apply to employees designated under SMS and ADH, effective October 10, 2023.

PERSONNEL RULES

PERSONNEL RULE 4 - SELECTION PROCESS

The procedure ~~for used~~ in filling County vacancies is ~~based~~founded on active recruitment to attract the most qualified individuals possible for employment consideration and is consistent with ~~the appropriate~~ Equal Employment Opportunity Commission guidelines. This process consists of searching out individuals ~~persons~~ presently or potentially in the job market and making the attributes of County employment known to them. ~~Where a competitive labor market does not exist, provisions of the rules permitting suspension of competition may be used; and when a position is promotional in nature, the recruitment and selection process may be limited to County or departmental employees only.~~ The nature of recruitment undertaken depends upon the feasibility of process and ability to attract qualified applicants and is structured to take into consideration the needs of the department, the County and the community.

~~When competitive examinations are used, employment lists are established, which rank individuals in accordance with their final scores. This is followed by certification of the appropriate number of names to the department for employment consideration. Tentative selections are made, pre-employment examinations conducted, followed by the final step in the selection process, completion of the required probationary period.~~

4005 Requisition: When a position is vacant, or will become vacant, the hiring Department Head shall submit a complete and approved requisition that includes the Essential Functions Inventory Form of the position, number of existing vacancies or factual basis for expectation of future vacancies, and recruitment type to the Director of Human Resources.

Upon initial approval of the requisition, the Director of Human Resources will verify the vacancy. If an eligible list exists, the Director of Human Resources will certify the names of the appropriate number of eligible candidates. If an eligible list does not exist, the Director of Human Resources will proceed to develop one.

4010 Recruitment Publicity and Examination Basis – Employment Lists: (Ref. Time Off to Compete in Examination, Personnel Rule 7) The Director of Human Resources has the responsibility for developing and disseminating recruitment publicity. ~~Examinations are opened on either a Departmental Promotional, Promotional, or Open basis and recruitments are conducted on a Regular, Continuous, or Limited basis as explained below. Announcements generally include information regarding the job to be filled, the examination, minimum qualifications, relative test weights and filing dates, if any. Announcements shall also include reference that the County is an Equal Employment Opportunity Employer.~~

Departments are required to immediately post recruitment announcements at each work locations for employees that do not access a computer daily. Departments are also required to immediately email recruitment announcements to employees on a documented leave of absence at the email address provided by the employee. Failure to do so shall not invalidate either the test results or the appointments that which may result from the test.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4011 ~~Recruitment Basis and Filing Period~~Conditions: ~~Examinations are normally opened for a specified period of time shown on the announcement. Announcements shall be posted in the Department of Human Resources for the duration of the filing period. Applications cannot be accepted outside the established period as described below:~~
- 4011.1 ~~Regular Recruitment~~: This is the basis upon which most recruitments ~~examinations~~ are announced. ~~Regular examination a~~ Announcements shall specify a filing period of seven (7) business ~~10 calendar days or more and clearly state a final filing date.~~
- 4011.2 ~~Continuous Recruitment~~: In instances where staffing needs are frequent or continuing, or there is a labor market scarcity, the Director of Human Resources may announce recruitments ~~examinations~~ with no final filing date and conduct examinations as needed, ~~recruitment of sufficient duration~~ to assure that the County's needs are met.
- 4011.3 ~~Limited Recruitment~~: ~~When it can be anticipated that the applicant group will be large in relation to anticipated vacancies, t~~ The Director of Human Resources may take steps to expedite the hiring process limit the size of the applicant group through: 1) A shorter filing period than t what is required for regular recruitment; or 2) Specifying a maximum number of applications that which will be accepted, and the recruitment shall close immediately when that number is reached; or 3) Other means which are appropriate under ~~to the~~ the circumstances.
- 4012 Types of Recruitments — Employment Eligible Lists: ~~The Department~~ Director of Human Resources determines which type of recruitment will be conducted and the eligible employment lists created, based on the guidelines described below. The resulting eligible list from the examination is confidential and ranked by final scores. Eligible lists remain in effect for three months. The Director of Human Resources has the authority to shorten this period when all eligible candidates (eligibles) have been interviewed or given sufficient opportunity to interview, and it is in the best interest of the County to conduct a new recruitment. When a Layoff list consists of a sufficient number of names, the Director of Human Resources may determine it is in the best interest of the County to halt further recruitment efforts.
- 4012.1 ~~Departmental Promotional Recruitment — Employment Lists~~: This type of recruitment may be conducted to fill vacancies in a classification which exists in only one department, or where a sufficient applicant pool exists within the hiring department as determined by the ~~Department~~ Director of Human Resources.
- The applicant group is limited to employees in permanently allocated positions in the department requesting to fill a vacancy ~~and who meet the minimum qualifications specified on the announcement.~~
- The ~~Departmental Promotional~~ employment list resulting from the examination is a list in rank order of final scores.
- Departmental Promotional eligible employment lists ~~are established for a duration of three months. They may be extended for a period not to exceed six months from the date of establishment.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4012.2 General Promotional Recruitment – Employment Lists: This type of recruitment may be conducted to fill vacancies in a classification where a sufficient applicant pool exists within the County as determined by the Department Director of Human Resources. The applicant group is limited to employees in permanently allocated positions ~~who meet the minimum qualifications specified on the announcement.~~

~~The Promotional employment list resulting from the examination is a list in rank order of final scores.~~

~~General Promotional eligible employment lists are established for a duration of three months. They may be extended for a period not to exceed six months from the date of establishment.~~

- 4012.3 Open Recruitment – Employment Lists: This type of recruitment may be conducted to fill any County vacancy.

~~The Open employment list resulting from the examination is a list in rank order of final scores composed of persons both in and out of the County service. Such a list is established for a duration of three months, and under ordinary circumstances may be extended for a like period. However, an Open eligible lists may be extended for a period not to exceed 12 months from the date of establishment as determined by the Department of Human Resources.~~

4013 Other Types of Employment-Eligible Lists – Duration:

- 4013.1 Layoff Employment List: ~~(Ref. Salary Placement On Rehire From Layoff List, Salary Resolution, Section 400)~~ Layoff lists include the names of employees who have either: 1) been laid off from County employment; or 2) who have demoted to a lower classification as a result of a layoff procedure; or 3) who have been demoted through reclassification of their position to a lower classification. An individual's layoff eligibility extends for a period of two years from date of layoff. Names are placed on such lists based on their in inverse order of layoff seniority.

4013.11 General Layoff List: Includes the names of the individuals laid off from departments other than the department requesting certification.

4013.12 Departmental Layoff List: Includes the names of individuals laid off from the department requesting certification.

- 4013.2 Transfer Employment List: Transfer lists include the names of current employees who have requested that they be certified referred to departments for transfer consideration. An individual's name may remain on a transfer such a list for a period of six months from the date of application. A department may request transfer applications in lieu of conducting a recruitment or in addition to the certification of eligibles.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4013.3 Reinstatement: (Ref. Employment from Reinstatement List, Salary Resolution, Section 400) Reinstatement lists include the names of individuals A list composed of persons who have either: 1) asked for and accepted voluntary demotion from a permanent position; or 2) separated from County service in good standing after obtaining from a position in which they held permanent status in the classified service. Individuals must petition to be placed on a reinstatement list within a period of one year five (5) years from demotion or separation. When considering such petitions, the Director of Human Resources seeks the recommendation of the appropriate department head. An individual may remain on such a list for a period of one year from the date of approved application which the Director of Human Resources approves the petition. No extension of this period shall be permitted. Applicants for reinstatement shall be certified to departments in addition to the number of eligibles outlined in section 4212.

~~The reinstatement privilege only provides for the individual to be placed on a reinstatement list for employment consideration. If an individual is selected for employment from these lists, all other requirements and procedures regarding employment shall be met, as provided for in the Personnel Rules and County Salary Resolution.~~

~~If request to be placed on a reinstatement list is denied, individual shall be notified of right and process of appeal.~~

- 4014 Applications for Employment or Promotion: Each individual interested in County employment or promotion must file an Individuals are required to submit an official application with the Department Director of Human Resources within the established filing period to be considered for any County position. Once submitted, applications become the property of the County.

Applicants must meet the stated minimum qualifications and general requirements for County employment. Those who do not qualify are notified.

- 4014.1 Appeal Procedure for Applications Rejected for Employment or Promotion: When an applicant has received notice from the Department of Human Resources confirming the rejection of an application due to not meeting the stated minimum qualifications and general requirements for County employment, the applicant may submit an appeal in writing as follows:

- 4014.1.1 Initial Appeal to Human Resources staff: The initial appeal must be addressed to the Human Resources Analyst identified in the notice not later than five (5) business days after the date of the rejection notice specifying the reasons which substantiate the applicant's appeal. ~~In consultation with the Human Resources Manager or designee, the Human Resources Analyst may grant the appeal and accept the application or deny the appeal and sustain the rejection of the application.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4014.1.2 Final Appeal to the Director of Human Resources: If the initial appeal of the applicant is denied and the application rejection sustained, the applicant may submit a final appeal in writing to the Director of Human Resources not later than five (5) business days after the date of the initial appeal rejection notice further specifying the reasons which substantiate the applicant's appeal. ~~The Director of Human Resources may grant the final appeal and accept the application or deny the final appeal and sustain the rejection of the application.~~ The Director of Human Resources is the final adjudicator of appeals under this section and such appeals will not be subject to further appeal ~~unless a complaint is filed under the provision of Personnel Rule 4014.2.~~

4014.2 Filing a Complaint due to Unlawful Discrimination: ~~An applicant who believes their Application for Employment or Promotion was rejected due to unlawful employment practices, denial of reasonable accommodation requests, or discrimination based on race, color, medical condition, religion, sex (including sexual harassment), national origin, political affiliation, age, disability, sexual orientation, or other factors protected under federal or state law may complete and submit a Discrimination Complaint Form to:~~

~~Fresno County Human Resources
Labor Relations Division
2220 Tulare Street, 16th Floor
Fresno, CA 93721
(559) 600-1840~~

~~The above procedure applies in all instances of alleged employment discrimination, except those associated with the following:~~

~~External Complaint – An employee or job applicant may file a discrimination complaint simultaneously with the appropriate agency such as the Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH) or other agencies which have jurisdiction over the complaint. EEOC and DFEH which enforce anti-discrimination laws have "work sharing agreements" in order to avoid duplication of efforts while at the same time ensuring that a charging party's rights are protected under both Federal and State law.~~

4015 Selective Recruitment: ~~The Director of Human Resources may, within a class, when a specific position's duties require a unique or specialized background, restrict recruitment or selection processes to those individuals possessing the~~ a unique or a specialized background ~~based on the Essential Functions of the position.~~

4020 Integrating Names of Eligibles on Employment Lists: ~~In the event a new examination for a class is administered during the period of eligibility of an existing list, names of the eligibles resulting from the new examination will be integrated with the names on the existing employment list in the order of final scores. If an individual successfully retakes an examination administered as a result of a new recruitment, the new score will replace the previous one and the individual's eligibility on the employment list will extend to the new expiration date. If the individual fails the new examination, the score and expiration date from the previous test administration will be retained.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4030 ~~MOVED TO 4012 Employment Lists - Confidential: Employment lists are confidential; the relative position of a person on a list or his score shall not be made available except to him or the appointing authority actively considering the individual for appointment.~~
- 4100 Certification Without Examination:
- 4100.1 ~~In instances where the number of eligibles candidates is less than or equal to the number of qualified applicants maximum certification, the Department is entitled to waive the competitive process receive under Personnel Rule 4212, the competitive examination process will be waived and the names will be certified without an examination.~~
- 4100.2 ~~Should a recruitment be open on a continuous basis, qualified candidates eligibles shall be referred certified in the order they are received not to exceed the maximum certification amount of names the Department is entitled to receive under Personnel Rule 4212, or until all requested vacancies are filled, whichever comes first.~~
- 4100.3 In instances where the number of eligibles is less than or equal to the maximum certification based on a limited number of Countywide vacancies, the competitive examination process may be waived, and the names certified without an examination.
- 4110 Examinations: The Director of Human Resources is responsible for the structure, development, scheduling, administration and scoring of all examinations. Examinations shall be standardized and confidential. The hiring Department Head may request to review and provide input on examinations. Examinations will consist of a test or series of tests which appropriately measure applicants' relative abilities to perform the Essential Functions of the position.
- 4111 ~~MOVED TO 4110 Examination Content: Examinations will consist of a test or tests which appropriately measure candidates' relative abilities to perform the Essential Functions of the position. Tests may consist of written, oral, screening, performance, physical tests, background investigation, education and/or experience evaluations or a combination of these or any other processes which will impartially measure the qualifications of the candidates.~~
- 4112 ~~Relative Weights of Tests: The relative weights of the tests, each to the other, will be determined in advance of the test and indicated on the examination announcement.~~
- ~~Specific parts of an examination may be designated qualifying and have no percentage value.~~
- 4113 Examination Scoring and Review:
- 4113.1 Qualifying Score: Unless otherwise determined by the Director of Human Resources stated, a minimum score of 70% is required to pass each part of an examination.
- 4113.2 Final Score: In examinations composed of more than one part, an applicant's candidate's final score shall be the total of the weighted percentage scores for the various parts of the examination plus Veteran's pPreference credits when applicable.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4113.3 Veteran's Preference: To be entitled to Veteran's Preference, an applicant must claim such preference on ~~his~~ their application form, and prior to the final filing date, submit to the Department Director of Human Resources adequate evidence of honorable discharge from active United States military service ~~in time of war~~. Veteran's Preference is allowable only on initial entrance into County service. Veteran's Preference and shall be determined by computing 5% of the total ~~of the~~ weighted qualifying percentage scores.

4113.4 Tie Scores: The names of two or more eligibles with identical ~~having~~ final ratings ~~which are identical~~ shall be grouped together on the certification as tie names with equal rank ~~for certification and appointment purpose~~.

4113.5 Notice of Examination Results: The Director of Human Resources shall notify each candidate applicant of ~~his~~ their examination results.

4113.6 Review of Written Examination Materials: ~~Written examination materials which are either not standardized or not used on a continuing basis by the County may be reviewed in the Department of Human Resources by the candidates who have participated in an examination. During the three working days succeeding the examination date, candidates may review a copy of the written examination with the correct answers indicated (keyed). Candidates wishing to appeal any item or portion of the written test may do so only during this period. To appeal, a candidate must submit written documentation supporting the appeal on a specified form. Appeals are restricted to candidate disagreement with the answers indicated as correct in the keyed examination materials.~~

~~For a period of the ten working days next succeeding the date that the notice of examination results is mailed, a candidate may review the keyed examination booklet and his answer sheet in the Department of Human Resources.~~

4113.7 Review of Oral Exam Material: ~~Each candidate is entitled to know the score the candidate attained in the oral interview portion of an examination. However, records of the interview, particularly statements of the individual interviewers regarding the qualifications of the candidate upon which the ratings given are based, are confidential. In the event of appeal and hearing before the Civil Service Commission, the interview records could be reviewed by the Civil Service Commission in executive session.~~

4114 Examination Complaint Procedure: The Director of Human Resources shall review the complaint of an applicant ~~candidate relative to an examination~~, when it is alleged that the examination procedures provided in Personnel Rule 4 were not followed or that bias, fraud, or error occurred in any part of the examination process. The Director of Human Resources, having determined that the complaint has merit, has authority to invalidate any portion of, or the entire examination and, if necessary, order a reexamination.

~~To be considered by the Director of Human Resources, a candidate's complaint must be in writing, with substantiation for the allegations therein, and filed with the Department Director of Human Resources within office. The filing must be accomplished as soon as possible after the alleged occurrence forming the basis for the complaint, to permit any necessary corrective action to be taken. However, a complaint may not be considered which is filed more than three (3) working business days from the date of the alleged occurrence to permit any necessary corrective action to be taken, except, t~~ The Director of Human Resources may, with good cause, consider a complaint filed beyond that an extended period. ~~This filing will not prohibit filing under Section 1041.1.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4210 Certification and Appointment: Certification is the process of referring the names of eligibles ~~candidates~~ on the appropriate employment eligible lists to fill vacant positions. Certification is made to specific departments in accordance with the provisions of these rules.

4210.1 ~~MOVED TO 4005~~ Permanent Personnel Requests and Appointments: Requests for permanent personnel shall be made to the Department of Human Resources on a Requisition request and shall include an Essential Functions Inventory Form identifying the essential functions of all positions covered by the Requisition request.

~~Information required on the Requisition request shall be filled out in its entirety. The appointing authority, or designee, shall approve the Requisition request and forward the request to the Department of Human Resources.~~

4214 ~~MOVED TO 4005~~ Requisition Request Required to Fill Vacancies: When a position is vacant, or will become vacant, the department should send a Requisition request and Essential Functions Inventory Form(s) to the Department of Human Resources. Upon receipt of the request, the Department of Human Resources will verify the position exists and is vacant, or will become vacant. If an employment list exists, the Department of Human Resources will refer the names of the appropriate number of eligible candidates to the department based on certification levels explained in Section 4212 below. If an employment list does not exist, the Department of Human Resources will proceed to develop one as soon as possible.

4212 Certification Maximum Number of Eligible Candidates to be Certified to Permanent Positions: Two (2) eligibles, in addition to the number of vacancies, constitute a basic certification. Departments may be certified up to and including a maximum of 9 eligibles plus the number of vacancies. Exceptions to the certification maximum for a position are:

4212.1 When there is a tie score at the certification maximum, all eligibles at that tie score shall be included on the certification.~~To a One-Position Vacancy: Three (3) eligible candidates constitute a basic certification. If there are more candidates available for referral, they will be certified up to and including a maximum of ten (10).~~

4212.2 If a departmental layoff list exists, the individual with the highest ranking on this list will be certified.~~To Multiple Position Vacancies: Two (2) eligible candidates, in addition to the number of vacancies, constitute a basic certification. When certification is to be made to more than one (1) vacancy in a single classification of position on a single Requisition request, the maximum certification permissible shall be nine (9) plus the number of vacancies to be filled.~~

4212.3 Reinstatements will be certified in addition to the certification maximum.~~Incomplete Certification: If there are only one (1) or two (2) eligible candidates available on an employment list, the Department of Human Resources will make a certification in response to the department's request. The department may, at its discretion, make an appointment from those certified or request additional eligible candidates to provide a complete certification. A request for additional eligible candidates shall be accompanied by a written statement of reasons why selection from the available eligible candidates is not possible.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4212.4 If a department submits a selection sheet with documentation justifying the need for additional names to make a selection, and additional certifications are approved by the Director of Human Resources.~~No Actual Vacancy in a Classification Series Combination: Where positions, in a classification series, are in total or partial combination in a given department and all positions are filled, i.e., no actual vacancy exists, only those eligible candidates from within the department requesting certification will be certified.~~

~~The department making the certification request has the responsibility for noting on the Requisition that no actual vacancy exists.~~

4212.5 If by reason of unusual circumstances rigid adherence to the Certification Maximum would be discriminatory, unfair, or detrimental to the services provided by the County, the Director of Human Resources may approve additional certifications.~~Exceptions to Certification Maximum: Exceptions to the certification of a maximum of ten (10) eligible candidates for a position are:~~

- ~~1. When there is a tie score at the tenth (10th) ranked candidate, all eligible candidates at that tie score shall be included on the certification.~~
- ~~2. If a departmental layoff list exists, only the eligible candidate with the highest ranking on this list will be certified.~~

4213 Order of Precedence in Making a Certification: ~~Following is the order of precedence in certifying, starting with level one and then from succeeding lower levels.~~

~~If a given level does not provide the hiring department with the maximum number of eligibles sufficient eligibles to complete a certification, additional names eligibles may be added certified from lower levels until the appropriate maximum number has been included reached on the certification.~~

Level 1 - Departmental Layoff-Off Eligibles: ~~When a departmental lay-off list exists for the classification, the eligible individual last laid off is certified. In this instance, an interview shall not be conducted This is the only eligible included in the certification and the hiring dDepartment hHead must appoint the eligible individual to the vacant position.~~

Level 2 - Departmental Promotional-Eligibles: ~~The eligibles on the promotional list from the department that has having the vacancy, in final score order.~~

Level 3 - General Layoff: ~~A general layoff list will be established by incorporating the names of every individual laid off, in that classification, from various County departments. Individuals will be certified from this list based on their layoff seniority, as provided in Personnel Rule 12.~~

Level 3 4 - General Promotional-Eligibles: ~~The eligibles on the promotional list from the department having the vacancy departments other than that requesting certification, in final score order.~~

~~Order of certification from this list first shall be eligibles from department requesting certification in final score order irrespective of position on the general promotional list and then from all other departments in final score order.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

~~MOVED TO LEVEL 3~~ Level 4 - General Lay-Off Eligibles: A general layoff list for a classification will be established by incorporating the names of every person laid off, in that classification, from various County departments. Eligibles will be certified from this list based on their layoff seniority, as provided in Rule 12, Section 12046.

Level 5 - Reinstatement Eligibles: The eligibles on this list are certified in order as their petitions were approved.

Level 6 5 - Open List: Eligibles on this list will be certified in final score order.

4220 Certification From List Designated Comparable Eligible List: The Department Director of Human Resources may certify eligibles persons to a classification other than the one that for which they originally have qualified by examination, when: there are insufficient names on the list to provided a complete certification for the classification requested, and the comparable list is for a class having has similar Essential Functions minimum qualifications.

4221 ~~MOVED TO 44178~~ Interviewing Eligibles Certified: The department upon receipt of the certification will conduct interviews and make selections as soon as possible and notify the Department of Human Resources immediately. To assure adequate documentation in the event of equal employment opportunity compliance action, County Department Heads are responsible for maintaining interview records from certifications. The manner and form of record keeping is left to departmental discretion, but must include the requisition number, who interviewed the selectee, who made the decision to hire, the Essential Functions Inventory Form(s), and appropriate and valid job related comments relative to the qualifications of each eligible candidate's interview including why a candidate was selected or not selected for a position. Records must be retained for three (3) years after the selection is made.

The department shall also in a timely manner notify persons interviewed and not selected, as a matter of courtesy and good public relations.

4221.1 Interviews - Certification Level 1: Only one eligible is certified and the department must interview and appoint eligible.

4221.2 Interviews - Certification Level 2 through 6: The department will interview each eligible certified. In the case of tie scores, the number of names certified may be greater than the number of names requested by the department; however, all eligibles certified are to be afforded an interview.

4230 Objection to Persons Eligibles Certified: If an appointing authority the hiring Department Head wishes to remove the name of an eligible person who has been certified removed, he they shall submit the specific reasons in writing to the Director of Human Resources who may either remove or continue the name on the certification. If the name is removed, the Director of Human Resources will notify the individual immediately specifying the reasons given and indicating the appeal procedure.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4235 Filling Backfilling Leave of Absence Positions: A Department Head may submit a request to fill a position that is held by an incumbent who is on a leave of absence. Such requests shall be reviewed and approved at the discretion of the Director of Human Resources. An appointment made from an eligible list to backfill a position shall be considered permanent. (Ref. Other Salary Changes, Salary Resolution, Section 400) The same certification procedures outlined to fill permanent positions are used in filling leave of absence positions.

~~An appointment to fill a leave of absence vacancy, made from an eligible list, shall be a permanent appointment subject only to the right of the original holder of the position to return to the position. In the latter event, If the incumbent returns from leave, layoff procedures will be invoked as prescribed in Personnel Rule 12, Separations, Section 12040.~~

- 4237 Backfilling Critically Needed Positions: (Ref. Other Salary Changes, Salary Resolution, Section 400) The same certification procedures outlined to fill permanent positions are used in backfilling critically needed positions. A Department Head may submit a request to cross train a critically needed position in which an incumbent is resigning or retiring.

~~An appointment to fill, for the purpose of cross training, a critically needed position, for which the incumbent has resigned or is retiring, shall be authorized, under limited circumstances, by the County Administrative Officer (CAO). Backfilling of a position will be subject to budgetary considerations, and would be authorized for a maximum of two eight (28) pay periods. The position for which a backfilled appointment is made will must require uninterrupted staffing or intensive on-the-job training for the successor in order to maintain continuity in more complex County operations and contribute toward a smooth transition. The CAO will determine if the request for backfill meets this criteria. During the time in which the backfilling occurs, an the incumbent and his/her their successor will be paid to occupy the same position concurrently.~~

~~To qualify for approval under this Section, the requesting Department Head will be required to:~~

- ~~• Justify that a position requires uninterrupted staffing or intensive on-the-job training and best serves the needs of the Department;~~
- ~~• Identify financial resources required for the backfilled appointment; and~~
- ~~• Develop a learning plan to effectively facilitate the transfer of essential knowledge and skills from the incumbent to the successor.~~

An appointment made from an eligible list to backfill a position shall be considered permanent. If, at any time during this backfill period, the Department Head agrees to revoke the resignation or retirement, the original holder of the position retains the right to return to the position and a layoff procedure will be invoked as prescribed in Personnel Rule 12, Separations, Section 12040.

~~The duration of a backfilled appointment will count toward the completion of any probationary period for the successor and toward the completion of service for both the incumbent and the successor.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4240 Filling Extra-Help Positions: A Department Head may submit a request to fill Extra-Help positions. Such requests shall be reviewed and approved at the discretion of the Director of Human Resources. Extra-Help positions must be authorized by the County Administrative Officer (CAO) as specified in Salary Resolution Section 1100 - Extra-Help, and such appointments must be consistent with the Board of Supervisors' Administrative Policy Number 73, Personnel Rule 2 and 4, and the Salary Resolution. The same certification procedures outlined in Personnel Rule 4 - Selection Process to fill permanent positions are used in filling eExtra-hHelp positions. When no employment eligible list exists, the ~~Department~~ Director of Human Resources may select qualified candidates from other sources they deem appropriate. ~~refers qualified persons from whatever sources it deems appropriate, as approved by the Director of Human Resources.~~

~~If three (3) names cannot be certified, the department shall work with the Department of Human Resources to identify alternative referrals who meet the minimum qualifications, subject to final approval of the Director of Human Resources.~~

~~Prior to a job offer being made, as specified in Board of Supervisors' Policy Number 73 - Rehire Procedures for Extra-Help Employees, Department Heads are responsible for contacting the Department of Human Resources to inquire about prospective extra-help employees to determine if the employee was a former County of Fresno employee who left in good standing. Appointments to extra-help positions shall be submitted to the Department of Human Resources on the forms designated by the Department of Human Resources.~~

~~All appointments to extra-help positions are subject to the usage and appointment limitations specified in Board of Supervisors' Administrative Policy Number 73; Personnel Rule 2, Section 2041 - Extra-Help Appointment; Salary Resolution Section 1100 - Extra-Help; and State/Federal law. The designated forms shall state the anticipated number of hours which may be worked and the beginning and anticipated termination date. When the assignment is for intermittent use, the designated forms shall so indicate.~~

~~In filling out the designated forms for extra-help appointments, the hourly rate for the employee shall be the hourly equivalent of the salary paid to permanent employees at the entry level of the pertinent job class as specified in the Salary Resolution, and shall be indicated in the section entitled "salary."~~

4250 Selective Certification: At the written request of the ~~appointing authority~~ hiring Department Head, the Director of Human Resources may certify ~~individuals~~ eligibles with unique or special qualifications to fill a specific vacancy. In deciding upon this type of request, the Director of Human Resources will take into consideration: the needs of the department; legal implications; job relatedness; Essential Functions; and ~~appropriate~~ relevant Equal Employment Opportunity guidelines.

4310 Suspension of Competition: In instances where ~~the event of the creation of a new position or in the case of a vacancy in any position meeting~~ the criteria specified below, competitive examination may be suspended by the Director of Human Resources. All applicants must meet the minimum qualifications and be able to fulfill the performance and responsibility requirements of the position. ~~No such suspension shall be general in its application. In addition, such suspensions shall be sensitive to the~~ comply with the County's Equal Employment Opportunity commitments and in accordance with Personnel Rule 4224-4417 where applicable.

The Director of Human Resources may only suspend competition when requested to do so in writing by the ~~appropriate appointing authority~~ hiring Department Head and when one or more of the following criteria apply:

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4310.1- ~~The vacancy to be filled requires peculiar and exceptional qualifications of a technical, scientific or expert character and there is evidence that labor market conditions will not permit recruitment of sufficient applicants to create a competitive process. Most frequently, this criterion would apply in instances requiring either a State license, certificate, professional registration or a master's degree.~~
- 4310.2- ~~The suspension of competition would permit promotion between classes~~ A Department Head chooses to promote an employee within the same classification series in a given department where the positions are in full combination and where an equal or greater number of positions is authorized for the higher classification involved in the promotion. In this instance, an interview shall not be conducted. A promotion may be made in this manner at the discretion of the department head when an employee attains the minimum qualifications for the next higher level and in the opinion of the department head the employee is capable of meeting the performance requirements and able to carry out the responsibilities required for the next higher level as indicated in the class specifications. Along with the request for suspension of competition, the department head must submit a written statement supporting the promotion.
- 4310.3- ~~The suspension would permit promotion of an individual whose position's duties and functions have been expanded by authority of the Board of Supervisors or County Administrative Officer so that a new and higher classification is required necessitating the elimination of the classification presently occupied by the individual to be promoted.~~
- 4310.4- ~~The suspension is being requested to fill a position which is either at the aAssistant or Deputy dDepartment hHead level in nature or one which acts as a personal secretary assistant to the dDepartment hHead, and the nature of the position is such as to require a close personal and confidential relationship between the assistant or personal secretary and the department head.~~
- ~~Prior to making a final decision to request suspension of competition, among those being considered In this instance, the hiring dDepartment hHead shall interview internal those persons within his department eligibles who indicate an interest in being considered for the position and who meet the established minimum qualifications.~~
- 4310.5- ~~The suspension would permit an employee in a pre-entry classification to promote to the entry level in the same classification series and in the same department based on attainment of the necessary education, certification, licensure or work experience. In this instance, an interview shall not be conducted.~~
- 4310.6- ~~The suspension of competition would permit promotion in a given department between classifications~~ where the positions are in partial combination as determined by the Fresno County Salary Resolution. The employee selected for promotion in these instances would be determined by the dDepartment hHead after first interviewing and considering the performance and qualifications of all lower level employees who have both indicated an interest in promoting and who possess the legal minimum qualifications.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4310.7. The suspension of competition would permit an employee actively employed in occupying an eExtra-hHelp position to be hired into a vacant permanently allocated position of the same classification providing the ~~following conditions are met:~~
- a. The employee was hired into said ~~eExtra-hHelp~~ position as a result of a competitive examination process and the recruitment flyer stated that the ~~eExtra-hHelp~~ employee may be transitioned to a permanent position at a later date.
 - b. ~~The extra-help employee has worked at least an average of twenty (20) hours per week, not including overtime hours, for the 90 days immediately prior to the final filing date of the suspension of competition process within the same job classification and in the same Department for which the vacancy exists.~~
 - c. The employee possesses the legal minimum qualifications for the position.

~~In this instance, the employee selected for hire into a vacant permanently allocated position would be determined by the hiring dDepartment hHead after first shall interviewing and considering the performance and qualifications of all eExtra-hHelp employees, who meet the aforementioned conditions, and who have indicated an interest in a permanently allocated position appointment and meet the established minimum qualifications.~~

4400 General Requirements for Entry or Re-Entry into County Service: The Director of Human Resources may reject an application, refuse to certify, or remove from an employment eligible list, anyone who does not meet the general requirements for County employment. This provision applies to those ~~persons~~ individuals (applicants, candidates, eligibles, or employees) who either do not meet the minimum qualifications; medical standards; have been dismissed for cause from public or private employment; have misstated or omitted material facts from their a Fresno County employment application; or whose employment history or personal conduct is inappropriate for employment with the County of Fresno.

4410 Removal of Names Ffrom Employment Eligible Lists:

- 4410.1 Upon Probationary Appointment to Permanent Position: When an eligible is selected for probationary appointment to a permanent position, his their name is removed from the employment eligible list. ~~An eligible filling a leave of absence position and terminated from that position by the return of the person on leave prior to attaining permanent status shall have his name placed on a layoff list as provided for in Rule 12, Separations, Section 12040.~~
- 4410.2 Upon Appointment to an Extra-Help Position: ~~When an eligible is appointed to an extra-help position, his name remains on the employment list for certification to permanent positions if his interest in permanent certification has been indicated in writing. When offering an extra-help position to an eligible, an appointing authority may require as a condition of employment that the eligible waive certification to permanent positions in other departments for the total period of anticipated extra-help usage or a reasonable portion thereof.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4410.3 Upon Appointment to Permanent Position From Layoff List: ~~(Ref. Salary Placement On Rehire From Layoff List, Salary Resolution, Section 400)~~ When an eligible is selected for appointment to a permanent position in the same classification as that from which the eligible was laid off, the eligible's name will be removed from the layoff list. In addition, a refusal to accept reemployment from a departmental layoff list will remove ~~eligible's~~ their name from that list as specified in Personnel Rule 12, Section 12050.
- ~~In the event an eligible is appointed to a class other than that from which an eligible was laid off, the eligible's name shall remain on the layoff list.~~
- 4410.4 Other Bases for Name Removal: The name of an eligible may be removed from an employment eligible list by the Director of Human Resources.
- 4410.4.1 For any of the causes set forth in these rules as basis for disqualification of application.
- 4410.4.2 ~~If an eligible has declined or shown no interest to interview for or accept three separate opportunities for employment from a single eligible list. For evidence that the eligible cannot be located by the postal authority or if an eligible does not respond to certification notifications or other correspondence related to availability.~~
- 4410.4.3 On receipt of a statement from the eligible declining appointment and stating that he they no longer desires consideration for County positions.
- 4410.4.4 ~~If three offers of probationary appointment have been declined by the eligible.~~
- 4410.4.5 If the eligible has accepted appointment to an eExtra-hHelp or permanent position and subsequently ~~either refuses the appointment or~~ does not appear for duty on the effective date of appointment.
- 4410.4.6 An eligible who separates from the classified service shall be removed from the promotional eligible list.
- 4410.5 Notice of Removal: The reasons therefore shall be ~~mailed~~ provided to the eligible ~~at his last known address~~ with notice of appeal rights.
- 4410.6 Restoration to Employment Eligible List: Any ~~person~~ individual whose name has been removed from an employment eligible list shall receive consideration for restoration of his their name to a list upon ~~by submitting his request in writing to the Director of Human Resources specifying reasons which he feels substantiates his request.~~ Restoration may be requested only during the original period of eligibility or extension.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4417 Interviewing Eligibles: Upon receipt of the certification, the hiring Department Head shall convene an interview panel consisting of a minimum of three qualified panelists unless an exception has been approved by the Director of Human Resources. Adequate notice of the interview schedule must be provided to all eligibles, ensuring they have sufficient time to prepare and make arrangements. Furthermore, interviews shall be conducted within a reasonable timeframe to ensure efficient and timely progression of the selection process. Eligibles must be interviewed prior to selection.
- 4419 Records Management: The hiring Department Head is responsible for documenting the application review and interview records for each certification on the form provided by the Director of Human Resources for all eligibles, including appropriate justification for each eligible selected or not selected for a position. Required documentation must be attached to the online Requisition and shall include the Essential Functions Inventory Form(s), selection sheet, and interview notes from all panelists, as well as copies of all interview, rejection, and offer letters.
- 4425 Background Checks: Department Heads shall attempt to conduct consistent, reasonable, and legally compliant background checks in accordance with Federal and State laws using a vetted process approved by the Director of Human Resources. The type and scope will be dependent on the requirements of each position and department. In cases where legal requirements exceed those outlined in the Personnel Rules, the legal requirements shall take precedence.
- 4425.1 Inter-Departmental Sharing of Employee Information: Each hiring Department Head is expected to obtain (or provide) comprehensive and accurate employment and performance information when notified of the potential selection of a former or current County employee. The information requested (or provided) may include the employee's personnel file, work history, performance evaluations, and circumstances of separation.
- 4425.2 Eligibility for Rehire: The hiring Department Head is responsible for contacting the Director of Human Resources to inquire about whether a former County of Fresno employee left in good standing.
- 4425.3 Request for Waiver: Where the immediate needs of the hiring department would be compromised, the hiring Department Head may request a waiver of the requirement to conduct background checks from the Director of Human Resources.
- 4425.4 Pre-Conditional Offer Background Checks: Conditional offers of employment shall not be made until after reference checks are completed and reviewed.
- 4425.4.1 Authorization: The County Application may be used to obtain authorization to conduct employment reference checks.
- In instances where the application does not grant permission to contact an employer for reference, full authorization for the background check shall only be conducted after the individual signs and returns an authorization form. Departments shall not require authorization at the selection interview.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4425.4.2 Reference Checks: When qualifying for a position through prior work experience, the hiring Department Head shall attempt to contact employment references to confirm information provided in the individual's employment application and to further assess the individual's suitability for County employment.

For positions that do not require prior work experience, requiring employment references presents unnecessary barriers to entry and shall not be a required condition of employment.

If employment references cannot be confirmed, the department shall note their internal file with the reasons why the references could not be completed. All records must be retained by the hiring Department Head as mandated by the County's retention schedule.

4425.4.3 Verification of Education, Licenses and Certifications: The hiring Department Head is responsible for verifying each selected individual's education, licenses, and/or certifications required to meet the minimum qualifications of the position specified in the job posting. This verification process includes obtaining documentation for records management purposes. However, verification of qualifications beyond the minimum requirements shall not be conducted.

4425.5 Conditional Offer Background Checks: The conditional offer background check occurs after reference checks and verification of minimum qualifications have been completed. When it is determined a conditional offer background check is required, the hiring Department Head shall present the individual with a Conditional Offer of Employment pending the satisfactory outcome of a background check. The individual should be informed a conditional offer of employment is not binding until successful completion of the background check.

Departments are required to utilize the County's selected vendor(s) for background check services.

4425.5.1 Authorization: Full authorization for the background check shall only be conducted after the individual signs and returns the conditional offer of employment and authorization form. Departments are not to obtain authorization at the selection interview.

4425.5.2 Evaluation: The hiring Department Head shall select a designee to make an individual assessment as to whether a specific job-related connection exists between any issues revealed from the background check process and the specific duties and responsibilities of the position.

4425.5.3 Pre-Adverse Action Notice: If background check results become a factor in the hiring decision, the department should consult with County Counsel for assistance with issuing a pre-adverse action notice.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4425.5.4 Adverse Action Notice: If an individual does not appeal the Pre-Adverse Action Notice and/or the final decision to reject the individual does not change, the department should consult with County Counsel for assistance with issuing an adverse action notice.
- 4425.5.5 Exception: Departments may submit a request to conduct background checks through alternative methods to the Director of Human Resources. The request will be reviewed, and a recommendation provided to the County Administrative Officer (CAO) for approval or denial. If approved, departments shall adhere to the Background Guidelines as if using the County's selected vendor.
- 4425.6 Application Falsification: Should the background check reveal information indicating that the prospective employee materially misrepresented themselves or their credentials on the employment application, the department shall notify the Director of Human Resources so that the appropriate action may be taken.
- 4430 Notifying Individuals of Results: The hiring Department Head shall provide timely notification of results to individuals when a decision regarding their opportunity for employment has been made.
- 4500 Offer of Employment: Upon the successful completion of a background check, the hiring Department Head shall issue an offer of employment to the selected individual. In advance of rescinding an offer of employment, the hiring Department Head shall consult with County Counsel. Persons who have been made a conditional offer of employment may be required to successfully complete a medical examination for the appropriate medical group description prior to beginning work. Therefore, an offer of employment to such an individual is not binding until after the individual has successfully passed the medical examination, submitted necessary documents required by the Immigration and Control Act of 1986, signed the oath of allegiance and actually reported for work, except as provided in Section 8021.
- 4600 Notification of Accepted Offer of Employment Procedure: The hiring Department Head shall notify the Director of Human Resources of the acceptance of an offer of employment and submit required information concerning the individual selected. (Ref. Normal Hiring Rate and Salary Advancement, Salary Resolution, Section 400) When the appointing authority notifies an applicant he/she has been selected, the applicant should be cautioned to consider such as a contingent offer for employment, subject to successful completion of medical examinations, if applicable. The Personnel Request Form, indicating who was selected, shall be returned to the Department of Human Resources. The departments should then phone the Certification Clerk at extension 600-1830 and, if medical examinations are required for the position, the Medical Clerk at extension 600-1830, with notification of the name of the successful applicant.
- 4601 Medical Examination Process: When the Medical Clerk receives the name of a person selected for a position requiring medical examinations, a pre-employment medical examination appointment will be made for that individual on the earliest available examining day following receipt of the information. Individuals scheduled for medical examinations should be cautioned not to give notice to their present employer until they have passed the medical examinations and the contingency has been removed from the County's offer of employment. County employees promoting or transferring to a classification in a higher medical group description which requires medical examinations must be scheduled for a medical examination. Upon receiving the findings of the medical examinations results, the Department of Human Resources will notify the department which has made the applicant an offer of employment. At this point, the department is authorized to contact the selectee and establish a beginning employment date.

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

4602 ~~Immigration and Naturalization Form I-9~~Pre-Hire Documentation: As close to selection as possible but prior to the first day of employment, the department Director of Human Resources must assign~~schedule the selectee for an appointment to provide the department with proof of his/her right to work in the United States and to complete all required pre-hire documentation the I-9 (Immigration and Naturalization) form. To ensure compliance with the Immigration Reform and Control Act of 1986, it is extremely important that departments adhere to the following timelines: If a selectee does not complete the assigned pre-hire documentation, the Director of Human Resources shall inform the hiring Department Head the selectee is not currently eligible for employment.~~

4602.1 ~~The hiring Department Head must reverify employment eligibility of an employee who has a time-limited employment authorization prior to expiration date. Selection One of the Form I-9 must be signed by the employee no sooner than when an offer of employment has been accepted and no later than the first day of employment (even if the employee has not yet provided genuine, acceptable documents for inspection);~~

4602.2 ~~acceptable documents or receipts must be presented by the employee no later than the third business day of employment;~~

4602.3 ~~Section Two of the Form I-9 must be signed and dated by the department and acceptable documents inspected no later than the third business day of employment (NOTE: Departments MAY NOT direct employees to present specific documents, they may only provide them with the list of acceptable documents and allow employees to select the documents they prefer to provide);~~

4602.4 ~~Form I-9 must be completed in full before employment begins if an employee is hired for three days or less.~~

~~Additionally, department must:~~

4602.5 ~~provide the employee with a copy of the Instructions for completion of the Form I-9;~~

4602.6 ~~complete Section Two in its entirety specifying document title, issuing authority, document number, and expiration date, in addition to attaching copies of documents. (NOTE: The Certificate of Naturalization, INS Forms N-550 and N-570, indicated on their face that they are not to be copied. The INS has ruled that copying these forms is permissible for the purpose of documenting the Form I-9.);~~

4602.7 ~~suspend or terminate employment of an individual who fails to present acceptable documents or receipts within the required time lines;~~

4602.8 ~~reverify employment eligibility of an employee who has a time-limited employment authorization (as indicated in Section One only) prior to expiration date;~~

4602.9 ~~reverify the employment eligibility of an employee who has been rehired and who has on file a Form I-9 completed within the last three years.~~

~~The department shall also at that time submit a PAN Form to the Department of Human Resources. The PAN Form shall give the required information concerning the candidate selected. The appointing authority, or designee, must sign this form. The yellow copy of the PAN Form shall be kept by the department for its files.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4603 ~~Basic Forms: After the employee is hired, the department is responsible for the employee completing the required basic forms:~~

~~Form I-9 Immigration and Naturalization;~~

~~tax withholding forms, including the IRS' W4 Form and the State Franchise Tax Board's DE4 Form, listing the employee's name, address, social security number, and the number of income tax deductions claimed;~~

~~forms enlisting the new employee in the County Retirement Program;~~

~~payroll authorization address cards, listing employee's name, address, social security number, etc;~~

~~bank authorization cards;~~

~~loyalty oath;~~

~~health benefit enrollment forms;~~

~~Authorization for Payroll Deduction cards for employees in classifications covered by "Union Security" clauses.~~

- 4604 ~~Departments Shall Release Employees For Processing: The department shall release the employee at designated times for further processing by the Department of Human Resources. The Department of Human Resources will notify the department of the times and places for specific steps of this processing.~~

- 4605 ~~MOVED TO 4425 Fingerprinting and Background Investigations: Prior to employment, the prospective employee may be required to be fingerprinted and/or authorize a background investigation by the department. The department will check fingerprints against police records and other appropriate files. During a full background investigation, many sources of information may be called upon. The department considers the information gained through the background investigation, including fingerprinting, against the responsibilities and authority inherent in the position being filled, to determine if the prospective employee's history and background are appropriate for service with the County in that position. Should the investigation reveal information indicating that the prospective employee materially misrepresented him/herself or his/her credentials on the employment application, the department shall notify the Department of Human Resources so that the appropriate action may be taken.~~

- 4606 ~~New Employee Orientation: The Department of Human Resources conducts new employee orientations, during which basic County policy is explained. Also during orientation the benefits provided by or made available to employees by the County, including the County health insurance plan, optional life insurance, FLEX, disability insurance, Deferred Compensation and the Employee Assistance Plan are presented. In addition to policy and benefits, such as issues as workplace safety, substance free workplace and sexual harassment policies, and Civil Service and Family and Medical Leave Act rights are discussed. Departments should make every effort to provide employees with scheduled paid time to attend orientation.~~

PERSONNEL RULE 4 SELECTION PROCESS (Cont'd)

- 4607 Department Orientation: ~~The department should have its own orientation procedure for the new employee to acquaint him/her with the specific organization and the general rules he/she will be expected to observe.~~
- 4608 Employee Address and Telephone Numbers: ~~Every department shall have on file the home telephone and mailing address of each of its employees. It is the responsibility of every employee to provide this information to the department head and promptly notify the department head of any changes. The information is confidential and is only used for County business.~~

~~The department head shall provide the Department of Human Resources with the current mailing address of each employee.~~