

RULE 4 - Announcements, Selection Process and Examinations

4.1 Announcements: Announcements shall be by public notice for no less than five (5) regular business days. Copies of open announcements shall be distributed to County Departments and such other individuals and organizations, as the Director deems appropriate.

- A. **County Wide Recruitment:** Openings designated for County Wide recruitment will be open to all regular status employees throughout the County. Announcements shall be distributed to County Departments and reasonable efforts shall be made to communicate with county employees concerning these opportunities.
- B. **Departmental/Intra-Departmental Recruitment:** At the determination of the Appointing Authority, recruitment may be limited to employees of the Department or Intra-Departmental Work Unit having the vacancy.
- C. **Content of Announcements:** An announcement shall specify the official classification title, description of work to be performed or where this information may be obtained, the minimum qualifications and any special qualifications, starting salary range, date of posting, the final date for receipt of applications or statement of open-continuous recruitment, the nature of the selection process and how to apply.

4.2 Applications

- A. **Official Forms.** All applications shall be in a format provided by the Human Resources Department unless the Director waives this requirement.
- B. **Filing Applications**
 - 1. Applications for open positions must be completed and received on-line in the Pinal County Human Resources Department as designated in the announcement before 5:00 p.m. on the final filing date specified.
 - 2. Applicants shall submit such documents or supplemental information as required by the Director in order to verify and accurately evaluate the Applicant's qualifications and background.
 - 3. Issuance of an application form shall not be construed as incurring an obligation. In no case shall acceptance of an application constitute assurance of meeting the minimum qualifications.
- C. **Qualifications.** All persons applying or holding any position in the County service shall be required to meet the following general qualifications: integrity, honesty, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume and fulfill the responsibilities of the employment, good health and physical and mental abilities compatible with the work assignment. Where the position requires the operation of a motor vehicle, the Applicant, or employee must have a valid Arizona operator's license and shall operate the vehicle in conformance with the applicable motor vehicle laws. These qualifications shall be deemed to be part of the minimum qualifications of each classification and need not be specifically set forth therein.
- D. **Disqualification of Applicants.** The Director may refuse to examine an Applicant, or, after the examination process, may disqualify an applicant, remove an application, or refuse to certify an applicant if it is found that the applicant:
 - 1. Does not meet the minimum qualifications established for the classification or position.

2. Has made a false statement of material fact in the application process.
3. Has used, or attempted to use, political pressure, or bribery to secure an advantage in the examination process or in the appointment to a position in County employment.
4. Has directly or indirectly obtained information regarding any examination to which the Candidate is not entitled.
5. Has failed to submit the completed application within the prescribed time limits.
6. Has taken part in the compilation, administration, or any part of the examination process in which he/she is competing.
7. Has previously been dismissed for a disciplinary reason from a position in County employment.
8. Has been convicted of a crime or has a record of convictions, the nature of which would affect the Applicant's suitability for employment.
9. Has failed to appear for a scheduled examination or interview.
10. Has failed any phase of the examination process.
11. Has an application that has been on file for more than six (6) months.
12. Has been determined by the Director to be unsuitable for employment for any other job-related reason.

4.3 The Selection Process

A. General Provisions

1. All Applicants will be evaluated and scored using one or any combination of the following, as defined in the announcement:
 - a. Oral Board interview;
 - b. Written examination;
 - c. Performance test or assessment center; and/or
 - d. Training and experience.
2. All examinations, evaluations, ratings and other selection processes or items shall be rated impartially, and be job-related.
- 4.
3. In no case shall admittance to the evaluation process constitute assurance of a passing rating on any component of the selection process.

B. Preference Points

1. All preference points shall be applied during the pre-certification process.
2. Veteran's preference and Native American preference shall be in compliance with federal and state statutes. Handicap/Disabled preferences shall be granted in accordance with state law.
3. Where the vacancy in question requires the appointment of an Arizona Police Officer Standards and Training Board (AZ POST) Certified Law Enforcement Officer, any officer having such certification will be granted an additional ten points prior to the formulation of the weighted average and final rating for the employment Register. These points will not be added until and unless the Applicant has successfully met the minimum passing score on

each separate portion of the testing.

C. Content and Nature of Examinations

1. In compliance with laws and regulations governing sound examination procedure, examinations shall be designed to evaluate the minimum qualifications for a classification and/or to determine relative suitability among those qualified.
2. Interviews and Examinations shall be conducted in such locations in the County as necessary or when requested by the Appointing Authority to do so, based on the reasonable availability of a testing facility; reasonable accommodation will be afforded to applicants with disabilities.
3. The Director may designate proctors or examiners as deemed appropriate.
4. When an oral board interview is used, the process shall be conducted, and applicants rated, by a panel of three (3) or more qualified, impartial individuals, of an equal or greater classification or rank, as determined by the Appointing Authority. If the position available requires certification by a state regulatory agency, then at least one member of the panel shall have such certification.

4.4 Evaluation Results and Ratings

- A. The Director shall utilize professionally accepted principles and methods to ensure that final scores meet acceptable standards of validity and reliability.
- B. Register scores, when available, may be based upon a single examination or a composite of scored examinations.
- C. The Director with approval of the Appointing Authority shall determine the minimum rating which must be attained by a Candidate in order to be placed on the Register or to compete in the next phase of the examination process.

4.5 Retaking Examinations

- A. The Director shall establish procedures and standards relating to the retaking of examinations.
- B. A Candidate shall not retake a written test for a period of at least sixty (60) calendar days from the date of the last examination. In each case of repeated testing, the most recent score achieved shall be used to determine the eligibility of the Candidate.

4.6 Test Security The Director shall establish procedures and take such precautions as necessary to safeguard the security and confidentiality of examination materials.

4.7 Inspection of Written Tests

- A. Examination answer sheets shall be open to inspection only as provided by these Rules.
- B. A request by a Candidate to inspect his/her examination results must be made in writing to the Director within seven calendar (7) days after notification of the test results.
- C. A Candidate may compare his/her answer sheets for any written test with the scoring key at such location and with such security procedures as may be designated by the Director for the purpose of determining whether the answers have been accurately scored. Such inspection shall be under supervision of a staff member or authorized representative.
- D. Any candidate who reviews his/her answer sheets with a score key must wait sixty (60) calendar days

from the date of review before retaking a written test where the same test materials are to be used.

- 4.8 Special Examinations.** Except in the case of manifest error affecting the Applicant, or in the case of a disabled applicant, no Candidate shall be given a special examination in any manner not afforded all Candidates for the same classification.
- 4.9 Administrative Review:** Within seven calendar (7) days of receipt of a notice of disqualification, a Candidate may request in writing a review of his/her disqualification by the Director.
- 4.10 Examination Records.** The Director shall be responsible for the maintenance of all records pertaining to applications and examination processes. Applications and other records shall be kept as long as may be required by law.
- 4.11 Manifest Error.** After a review of the Applicant's complete testing file and manifest error notice to the Appointing Authority, the Director may adjust the status of an Applicant, Candidate, or Eligible in order to correct a manifest error. Such adjustment shall not, however, invalidate any certification or appointment action already taken.
- 4.12 Final Selection Examinations**
- A. Departments may conduct interviews and other examinations for the purpose of making final selection decisions from among certified eligible applicants. Such examinations shall be job-related and conducted in accordance with the job announcement and recruitment plan.
 - B. The Appointing Authority shall retain the records of candidates examined, dates, ratings and other documentation of the results of final selection examination for the period required by law.