

## MEMORANDUM

TO: Members of the Unified Personnel Board

FROM: Robert C. Swain, Senior Assistant County Attorney

RE: Jurisdictional considerations regarding appeal of Michael Seel

DATE: April 5, 2012

At the pre-hearing conference the parties agreed that the following items may be considered. Where there are disagreements about their applicability they are noted. I have also included those parts of the Act which were discussed previously.

- 1) Personnel Rule II (i) Veteran's Preference Points.
  - 2) Personnel Rule III (a) Eligible Registers
  - 3) Position description - Project Coordinator-Technical – Exempt Class *(attached)*
  - 4) Detailed Information on the Hiring Process from the Human Resources webpage. This has not been adopted by the Personnel Board as a policy and is a guideline for hiring. Specifically Section 4 (beginning on p. 21 of the package) which deals with conducting the interviews. The Department's position is while this document does in fact exist on the HR webpage, it does not apply to the hiring of exempt personnel. *(attached)*
  - 5) F.S. 295.085, 295.07(4), 295.07(1) (a) & (b), 295.07(1) (c)&(d). The Department disagrees that these statutes apply as Mr. Seel does not have a Class A license which is a requirement for the specific position being filled. *(attached)*
  - 6) F.A.C. 55A 7.003*(attached)*
  - 7) F.A.C. 55A 7.011*(attached)*
  - 8) F.A.C. 55A 7.0111*(attached)*
  - 9) Board Appeal Procedures 9-4
- I. The Personnel Act, Laws of Florida 77-642, as amended provides for the application of the law as follows:

### **Section 1. The Classified Service.**

1. The Classified Service shall be a permanent service to which this law shall apply and shall comprise all tenured positions under the Board of County Commissioners, Clerk of the Circuit Court, Property Appraiser, Tax Collector<sup>1</sup> and Supervisor of Elections, now existing or hereafter established, except those exempt positions listed in Appendix A, attached hereto and made a part hereof. The Personnel Board may establish new exempt positions or abolish existing exempt positions upon recommendations of the appropriate appointing authority. Persons serving in the classified service shall be hired, promoted, demoted, suspended or dismissed by the appropriate appointing authorities in

accordance with the provisions of this act and the rules and regulations adopted pursuant hereto.

2. Those persons serving in exempt positions shall be hired, promoted, demoted, suspended or dismissed at the pleasure of the appointing authority, and they shall have no right to the exercise of the grievance procedure. Employees who may be promoted from the classified service to an exempt position may return to the classified service at a position and pay grade comparable to that which such employee had attained prior to promotion to an exempt position. Any such return to the classified system shall require the approval of the appointing authority and the Personnel Board. Compensation for employees in exempt positions shall be determined by the appropriate appointing authority. Exempt employees as hereinafter provided shall be subject to all other provisions of the personnel policies, rules and regulations as established by the Personnel Board or by this act with the restrictions defined in this section.

II. Section 4 provides for certain duties —excerpts are set forth below (no opinion is given regarding the applicability of these to the current appeal; the excerpts simply apply to the hiring process contained in the act):

**4. Duties of the Personnel Board.** It shall be the duty of the Personnel Board to:

a. Adopt and amend rules and regulations for the administration of this act, which rules shall provide:

1. For the preparation, maintenance and revision of a position classification for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required and the same schedule of pay may be equitably applied to all positions in the same class. An employee affected by the allocation or reallocation of a position to a class shall, after filing with the Director of Personnel a written request for consideration thereof in such a manner and form as the Director may prescribe, be given a reasonable opportunity to be heard thereon.

2. For the establishment of a plan for resolving employee grievances and complaints.

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4. For the certification to the appointing authority of the names of persons who are categorized as qualified to fill a vacancy. The appointing authority shall have the right of selection from among persons certified as qualified.

5. For the establishment and maintenance of lists of eligibles for appointment and promotion, upon which lists shall be placed the names of successful candidates.

6. For promotions, by the appointing authorities which shall give appropriate consideration to the applicant's qualifications, record of performance and ability.

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9. For provisional employment by the appointing authorities without competitive examination where there is no appropriate eligible register available. No such provisional employment shall continue longer than six (6) months.

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10. For the establishment of programs, including trainee programs, designed to attract and utilize persons with minimal qualifications, but with potential for development in order to provide career development opportunities among members of disadvantaged persons, handicapped persons, and returning veterans. Such programs may provide for permanent appointment by the appointing authorities upon the satisfactory completion of the training period without further examination.

11. For keeping records of performance of all employees in the classified service, which performance records shall be considered by the appointing authorities in determining salary increments or increases for meritorious services; as a factor in promotions; as a factor in determining the order of layoffs because of lack of funds or work and in reinstatements; and as a factor in demotions, discharges and transfers.

12. For layoffs by the appointing authorities by reason of lack of funds or work, or abolition of a position, or material change in duties or organization and for re-employment of employees so laid off.

b. Make investigations concerning the enforcement effect of this act and to require observance of its provisions and the rules and regulations made thereunder:

c. Hear and determine appeals and complaints respecting administration of this act.

Section 6 of this portion of the act sets forth the authority of the Board:

**5. Authority of the Personnel Board.** The Personnel Board shall be the final authority in all matters relating to personnel policy and personnel actions for offices, agencies and employees subject to the provisions of this act. The findings of the Board shall be binding on all parties concerned and the Board at its election may apply to the Circuit Court of Pinellas County for injunctive relief to enforce the terms of its decisions.

III. The Personnel Rules contain one section which deals with Veteran's Preference. Rule II(i)

**Veterans' Preference Points - Application of Same**

Individuals who are eligible for Veterans' Preference Points in accordance with Chapter 295, Florida Statutes, shall have such points added to their passing examination scores.

IV. Personnel Rule III(a) mentions Veterans' Preference

**A. Eligible Registers**

The Director of Personnel shall establish and maintain such eligible registers for the various job classifications as are deemed necessary to meet the needs of the Classified Service. Names of eligibles shall be placed on the register in the order of their final earned score and in accordance with requirements set forth in Chapter 295, Florida Statutes. Ties in final ratings shall be resolved by (1) arranging names of such eligibles

according to their rating on that part of the examination which has the greatest weight and (2) by priority in time of filing applications. An open competitive or promotional register shall be in effect from the date on which it is certified. Referral of eligibles shall be on the basis of the final standings on the register for open competitive examinations. An Appointing Authority may appoint any person on the eligible list to fill a vacancy so long as this appointment is in conformity with the requirements set forth in Chapter 295, Florida Statutes.

V. Section 9-4 of the Appeal Procedures adopted by the Board state as follows:

In rendering its findings and decision regarding grievance appeals, the Board shall decide the following issues:

- a. Has the Appellant shown that the action complained of should be modified or revoked?
- b. If the evidence supports the modification of the action complained of, what modification should take place?

cc: Appellant, Appellee, Director of Human Resources

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## PROJECT COORDINATOR-TECHNICAL

Job Code	Pay Grade
17560	P1

### Nature of Work

This is professional individual contributor work coordinating complex technical aspects and component portions of major projects or operations. The incumbent takes responsibility and provides expertise in one or more technical areas associated with major engineering, environmental, advanced information technology, economics, health, chemistry or other assigned subject matters. The incumbent takes principal responsibility for activities associated with complex hard to manage technical activities within an assigned work scope or project. The incumbent takes primary responsibility for technical efforts in a role similar to an outside expert or consultant. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent ensures targets and requirements are met. The incumbent ensures that work meets technical and other agency requirements. The incumbent works closely with various officials and subject matter experts to ensure successful integration and completion of projects and operations. Duties may also involve monitoring and coordinating non-technical aspects of assigned projects or programs with other project managers, county staff, consultants, various municipalities, public agencies, and private contractors. The incumbent assists in developing highly technical program guidelines and technical procedures while implementing and maintaining programs with minimal supervision. The incumbent may work alone or as a team member with other senior staff. The incumbent reports to a bureau director, department director, senior manager, or designee.

### Minimum Qualification Requirements

- 8 years of technical and professional level experience in the assigned subject matter area of responsibility that includes 1 year of lead worker or supervisory training; or
- Bachelor's degree in engineering, environmental science, information technology, economics, health science, math, chemistry, physics, or subject directly related to the specialized assignments and 4 years experience as described above; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in assigned subject matter area of responsibility and/or project management.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are only examples and are not all inclusive)

- Initiates, plans, coordinates, and oversees project assignments requiring advanced technical expertise.
- Establishes written specifications and sources for services, products, contractors for automated data processing, construction, information technology, operations, systems maintenance, and highly technical operations.
- Assesses, plans, implements, and evaluates highly technical specification requirements and advises management on the most efficient and effective means to achieve goals for projects and operations.
- Researches and gathers required technical data to evaluate plans and activities.
- Manages technical assignments and projects including the planning and operations phases that may include phases in design, development, testing, implementation, and production.
- Oversees projects and troubleshoots technical problems interacting with other subject matter experts, officials, and managers, including monitoring acquisitions, performance, materials and orders product testing, as needed.
- Ensures projects progress on schedule and minimizes any delays by taking action to avoid technical problems.
- Evaluates and inspects progress on assigned subject matter areas of responsibility and reports to management.
- Coordinates important utilities activities, water management operations, information technology systems, and other programs or operations that may involve major construction and support services acquisitions.

## PROJECT COORDINATOR-TECHNICAL (continued)

Job Code	Pay Grade
17560	P1

### Illustrative Tasks (continued)

- Participates in activities required for systems, operations, and production testing to establish technical procedures.
- Serves as principal agency liaison for contractors, consultants, and key personnel on projects and processes.
- Analyzes results, monitors progress, evaluates changes, and negotiates change management implementation.
- Develops and establishes appropriate technical guidance, training, customer communications, and manage a proactive approach to inform, educate, and train stakeholders.
- Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations to acquire cutting edge technologies.
- Leads or participates as a technical expert on cross functional project teams.
- Manages assignments and reports to senior managers on progress on technical assignments, special projects, services, operations, and construction.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge and technical expertise in the assigned subject matter areas of responsibility.
- Knowledge of automated project management documentation, tracking, and control processes.
- Knowledge of building design and construction procedures.
- Knowledge of general management practices and principles.
- Knowledge of principles and procedures of public administration and project management.
- Skill at identifying, analyzing and isolating problems, and problem resolution.
- Skill in interpersonal skills, communications, team building, facilitation, networking and negotiations.
- Ability to coordinate, lead, and supervise work completed or performed by others.
- Ability to apply computer applications and software.
- Ability to coordinate and resolve complex and technical issues arising during the course of project design and implementation, as well as delays in business, operations or construction activities.
- Ability to facilitate management level teams and bring the teams to consensus.
- Ability to manage and organize major projects and programs.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

For official use only

Revised	EEOC Code	Overtime Code
11/10	Professionals	Exempt

# Detailed Information on the Hiring Process

## Introduction

One of the most important responsibilities a supervisor has is the filling of vacant positions.

Filling a vacant position can sometimes appear to be a formidable task. In addition to the steps necessary for evaluating candidates to determine which one best meets the needs of the position, you must also be sure to comply with Personnel rules and procedures, departmental policies and procedures, and federal and state laws. The entire process can seem confusing and difficult. This guide was put together to help take you through the hiring process step by step. It allows you to focus on finding the right person instead of the procedures.

## Summary of Tasks

1. Complete Personnel Transaction Form and Position Requirement Profile Form.
2. Department provided access to the Eligible Register.
3. Determine candidates to be interviewed.
4. Schedule and conduct interviews.
5. Make preliminary decision on finalist and conduct required reference checks.
6. Submit required justification.
7. Make conditional job offer.
8. Send for fingerprinting and national criminal background check.
9. Submit Personnel Transaction Form.
10. Make notifications of non-selection.
11. Take necessary action for starting of new hire.

12. Use the probationary period wisely.

Appendix A - Personnel Requisition Form

Appendix B - Information on Completing Adobe Acrobat Forms

Appendix C - Position Requirement Profile

Appendix D - Hiring Checklist

Appendix E - Nepotism Policy

Appendix F - Position Requirement Profile Candidate Questionnaire

Appendix G - Alcohol and Controlled Substances Testing Form

Appendix H - Removal of Candidates from Eligible Registers

Appendix I - Example Letter of Non-Selection



## 1. Submit a completed Personnel Requisition Form and a Position Requirement Profile Form for the position.

The requisition form should be submitted as soon as you know that you will have a vacant position that you wish to fill. You do not have to wait until the position is vacant to submit the requisition form. Starting the hiring process as soon as possible will lessen the disruption to your operations caused by a vacant position.

Note: Personnel Requisition Forms are usually available from the employee who handles personnel matters for your department. A copy of the requisition form is also contained in Appendix A. On the Personnel Department intranet site (<http://ups.co.pinellas.fl.us>) you can find a copy of the Personnel Requisition Form in two different formats. The first is a printable .pdf file. The second is an Acrobat form that can be completed online and then printed. To locate the copies of the requisition form follow these links: Table of Contents, General Information, and Forms. Information on completing Adobe Acrobat online forms is included in Appendix B.

Follow your departmental procedures for filling out the requisition form and obtaining the appropriate signatures. Remember that it is County policy to fill vacant positions through promotion of current employees when promotion is practical and does not interfere with the County's affirmative action goals. For this reason consideration should be given to requesting a promotional register.

It is important that you complete the entire requisition form including the Special Considerations or Comments section of the form. In this section you should describe/list the highly desirable knowledges, skills and abilities required for the position. Be as specific as possible. Where possible, the Personnel Department will try to incorporate this information into the recruitment and selection process. The Office of Human Rights will also use this information in its review of your justification memo.

If you are not the individual who actually completes the form, please try and make sure your input is included in the completion of the

form.

The Position Requirement Profile Form (PRP) is required for all positions including temporary and exempt positions. A copy of the Position Requirement Profile Form appears in Appendix C. It is also available for download or completion on the Forms page of the Personnel Department intranet site. (See information above on Personnel Requisition Forms.) It is important that this form be completed accurately for the position. The true essential duties for the requisitioned position should be included; not the general duties/tasks listed on the class specification.

The completed forms should be submitted to the Office of Human Rights. When the requisition form is received the Office of Human Rights will review the status of your department's and the County's affirmative action goals and make a determination as to the need for minority referral/justification. Referrals will be made for minority candidates, female candidates, and male candidates where the classification indicates that there may have been previous gender bias, as indicated by the current employee composition. Based on this determination the Office of Human Rights will indicate on the requisition form the categories (if any) for which you will have to provide justification of non-hire.

The Office of Human Rights will also review the Position Requirement Profile Form to insure that it is complete and that it matches additional information and comments placed on the requisition form.

The requisition and Position Requirement Profile Form will be forwarded to the Personnel Department. If the requisition is for a new position it will be forwarded to the Pay and Classification Division for review and verification of job classification. Otherwise the requisition and PRP form will be sent to the Employment and Testing Division for processing.

A check will also be made of any driver's license requirements. If the position requires a commercial driver's license (CDL) a copy of the requisition will be sent to Risk Management.

**Please remember that a requisition may be sent before a position is actually vacant.** The sooner the requisition is received, the sooner the hiring department will receive access to the eligible register.

## 2. Department provided access to eligible register.

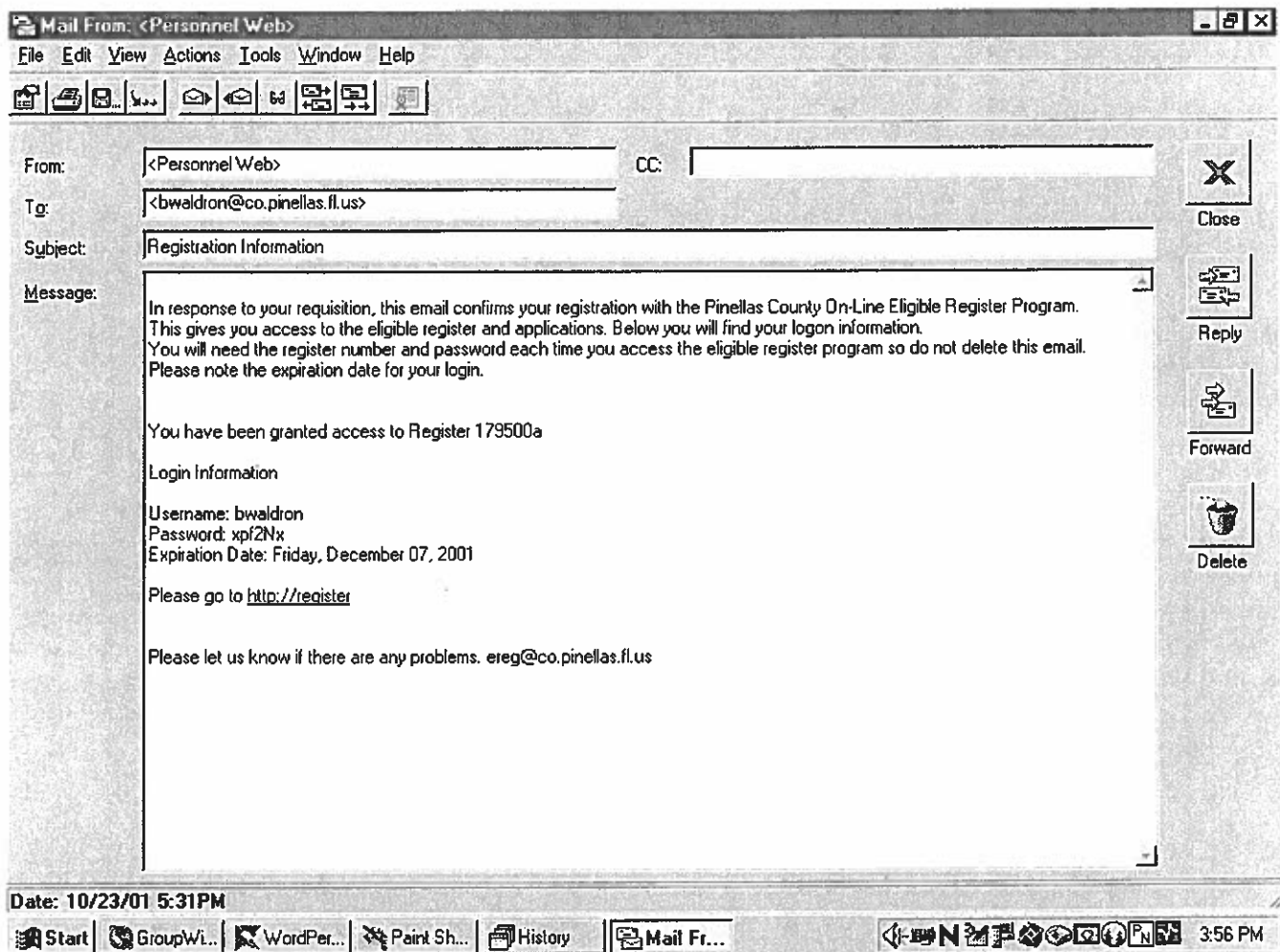
An eligible register is the list of names of candidates eligible to fill a permanent classified position. All permanent classified positions must be filled by selection from an eligible register provided by the Personnel Department.

If there is an existing eligible register for the job classification, the Employment and Testing Division will provide access to the appropriate eligible register to the department.

If there is not an existing eligible register, the Employment and Testing Division will begin the process of establishing one. Once the register is established, access to the appropriate list will be provided to the hiring department. Because of advertising, testing, and scoring, the creation of a new eligible register is a time consuming task. In the case where a new register must be established, it is especially important to start the requisitioning process as soon as possible. Again, consideration should be given to requesting a promotional exam when practicable and consistent with affirmative action goals. Promotional exams not only enhance employee morale but shorten the selection process.

The Personnel Department will also send a hiring checklist for use by the department in filling the position. The checklist was designed to serve as a guide through the hiring process. It will also inform you of the groups where minority/protected class member justification is required. A copy of the checklist appears in Appendix D. Hiring departments are provided access to the eligible register through the E-Reg system and the County's intranet. To use the E-Reg system you must have the following: an email address, a web browser (Netscape or Internet Explorer ), Adobe Acrobat Reader , and intranet access.

The hiring supervisor (or designated department representative) will be sent an email containing the register number and the password required for access to the eligible register. Shown below is a screen shot showing an example of the email that will be sent.



The password gives you access to the eligible register indicated for 45 days. The expiration date is shown in the email. This is the only notice of the password you will receive so you should keep this email. Please do not delete it until after the expiration date. (Further instructions on the use of the E-Reg program appear in the following section.)

### 3. Determine candidates to be interviewed.

The next step in the hiring process is to review the information contained in the eligible register, the applications, and, where possible, the employee personnel files. The review is conducted to determine which candidates should be invited to participate in an interview. In conducting your review you should give consideration to the background, training, and experience of the candidates as they relate to the requirements of the vacant position, to your affirmative action goals, and veterans preference. Careful attention should also be given to compliance with the State Law on Nepotism. A copy of the County's nepotism policy appears in [Appendix E](#).

#### Eligible Register

An eligible register is the listing of all candidates who are eligible to fill a position within a specified job classification. To be eligible for hire into a permanent County position a person's name must appear on the eligible register for the job classification of the position. There are basically two types of eligible registers: open and promotional. An open eligible register will contain the name of current County employees and non-County employees. A promotional register will only contain the names of persons currently occupying permanent, classified positions within the Unified Personnel System. (A promotional register will not contain the names of non-employees, temporary employees or exempt employees.) Eligible registers are active or good for one year from the date the Director of Personnel certifies [signs] the eligible register. An example of an eligible register is shown in the screen shot below.

CLERICAL 0112345A Alphabetical Order			
<u>ADAMS, KRISTIE A.</u>	Skills: 73.00	Typing: 24	Grade: 34.00
Employee: No	Preferred Veteran: No	Preference Points:	Data Entry: 23
	Race: White	Sex: Female	Expiration Date: 01/31/01
<u>ADKINS, DEBORAH M.</u>	Skills: 70.00	Typing: 32	Grade: 30.00
Employee: No	Preferred Veteran: No	Preference Points:	Data Entry: 15
	Race: White	Sex: Female	Expiration Date: 11/30/00
<u>ADKINS, LINDA A.</u>	Skills: 89.00	Typing: 57	Grade: 31.00
			Data Entry: 24

The following is an explanation of the content of an eligible register.

**Heading:** the heading contains the job class title, the eligible register number, and the sort order of the eligible register (i.e., traditional, alphabetical, grade, or preference.).  
**Candidate Name:** a candidate's name appears on the same line or in the same "box" as his/her grade(s). Candidate names which are underlined have on-line application forms available for your review. To view the application form click on the candidate's name. The candidate's application form will be viewable as an Adobe Acrobat .pdf file.

**Grades:** the register will contain the final grade. This grade is identified as "Grade." This number represents the candidate's score on the selection procedure plus any additional points earned (i.e., employee points or veterans' preference points). If skills tests such as typing, data entry, and/or shorthand were part of the selection procedure these grades will appear with appropriate headings identifying the exam type.

**Employee Points:** persons filling permanent classified positions earn employee points. These points are added to the test score to obtain the final grade. Employee points are awarded at the rate of 1 point per year of service on a quarter year basis. The maximum number of employee points obtainable is 10.00. The amount of employee points an employee earns appears and is labeled employee points. Points are calculated at the time the exam was taken; they are not increased with the continual passing of time. To earn employee points, the employee must pass the exam.

**Veteran's Preference Points:** veterans qualifying for preference points in accordance with Florida State Statute earn five or ten points. (Category 1 and 2 veterans earn 10 points. Category 3 and 4 veterans earn 5 points.) These points are added to the candidates' test scores to obtain his/her final grades. Employees can not earn veterans' preference points. These points are only good for one hire into Pinellas County Government or any other public jurisdiction within the State of Florida. Veterans' preference points are only awarded to qualifying veterans who provide the proper documentation and they are only added to passing test scores earned after the required documentation is submitted.

**Expiration Date:** this is the date upon which the candidate's grade expires and he/she is no longer eligible for hire. We try to remove individuals from the eligible register as soon as their grades expire but there may be some time delays so please make sure the person you are considering still has an active grade.

**Race/Sex:** the race and sex of the candidate is also listed on the eligible registers. This information is relevant in identifying qualifying candidates if your are required to do justification. E-Reg also offers you the option of viewing the eligible register sorted by race/sex category.

**Employee:** indicates whether or not the candidate is currently employed in a permanent classified position within the Unified Personnel System. If the candidate is an employee, the department for which he/she works will also be identified.

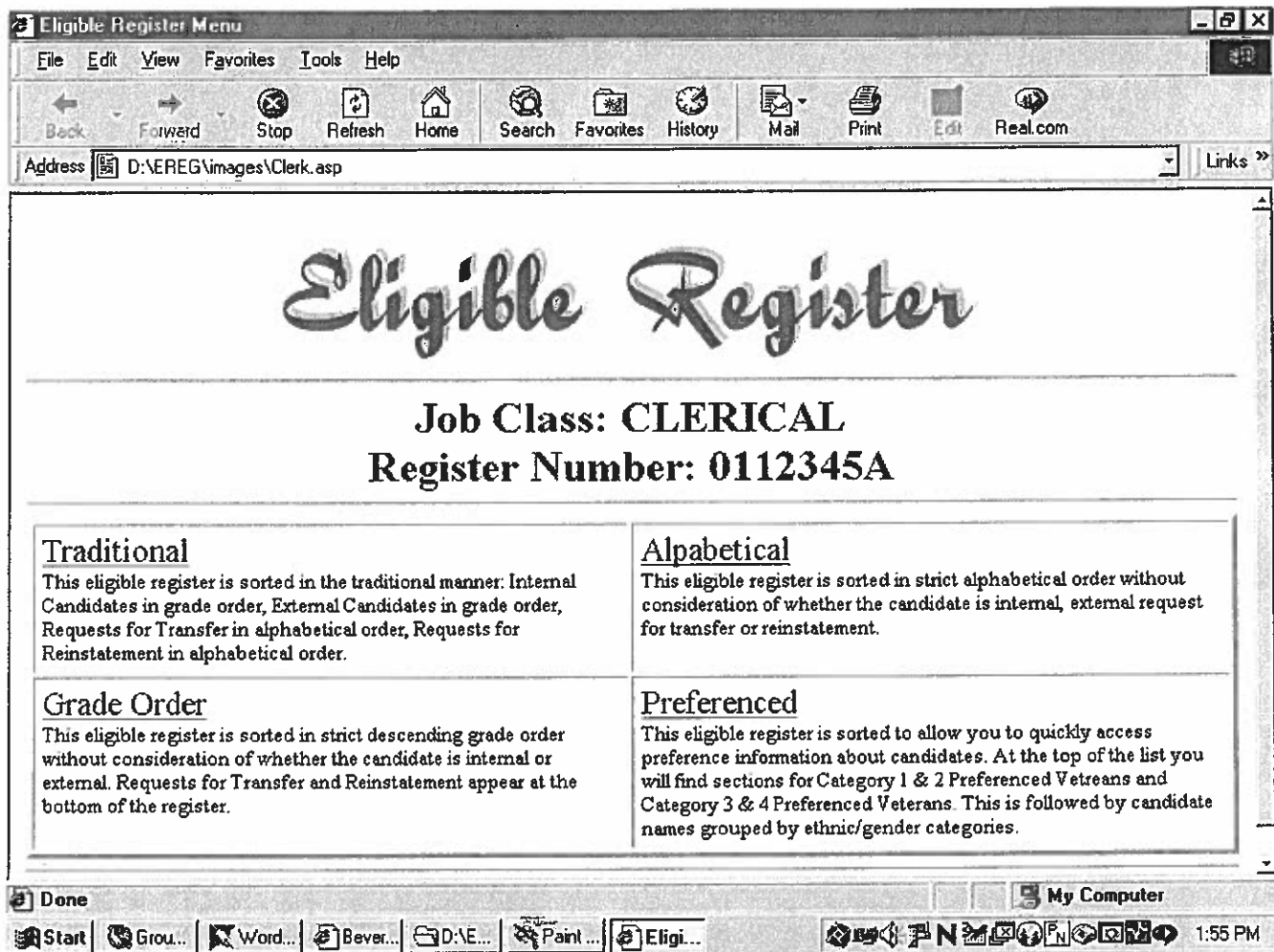
### On-line Eligible Registers

E-Reg is our on-line eligible register system which provides access to the eligible register and application forms through the County's intranet system. (E-Reg is only available through the intranet. It can not be accessed from other locations through the internet.) To access the system open a web browser program on your computer (Netscape or Internet Explorer). Go to the

following site: <http://register.co.pinellas.fl.us> (To go to this site type <http://register.co.pinellas.fl.us> in the space provided at the top of the web browser screen. It is labeled "location" in Netscape and "address" in Internet Explorer.) After entering (or typing) this address, press the "ENTER" key. The following screen will appear:

The screenshot shows a Netscape browser window titled "Eligible Register System Login - Netscape". The address bar contains "http://register.co.pinellas.fl.us/index.asp". The main content area displays a large "E-REG" logo, followed by "ON-line Eligible REGISTER PROGRAM" and "UNIFIED PERSONNEL SYSTEM - PINELLAS COUNTY GOVERNMENT". Below this, there are two text input fields: "Enter the register number:" and "Enter the password for this register:". A "Login" button is positioned below the password field. The browser's toolbar includes buttons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, and Stop. The status bar at the bottom shows "Document: Done" and a taskbar with various open applications including GroupWise, WordPerfect 9, Paint Shop Pro, and the Eligible Register application. The system clock shows 3:49 PM.

To proceed you will need the register number and password which were sent to you by email. Use your mouse to place the cursor in the empty field labeled "Enter the register number." Type in the register number and press the "TAB" key. This will move you to the password field. Enter your password for this eligible register. Please note that the password is "case sensitive." This means it must be entered just as it appears in the email with lower and upper case exactly as shown. Once you have entered your password, use your mouse to move the pointer to the button labeled "Login" and click once. This will take you to the main page for your eligible register. An example appears below.



This screen presents you with the four options available for viewing the eligible register. All four options provide the same information on each candidate but each option presents the eligible register with the candidates in a different sort order. The four options are:

**Traditional:**

This sort is closest to our traditional paper eligible registers. Candidates appear as follows: internal (County employees) candidates in grade order, then external candidates in grade order, followed by requests for transfers in alphabetical order, and finally, requests for reinstatement in alphabetical order.

**Alphabetical:**

Candidates are listed in strict alphabetical order without consideration to whether the candidate is internal, external, a request for transfer or reinstatement.

**Grade:**

Candidates on the eligible register are listed in grade order without consideration for whether they are County employees or not. Requests for Transfer and Reinstatement appear at the bottom of the eligible register.

**Preferred:**



This sort lists the candidates by preference category. It was designed to allow you to quickly access preference information about candidates. At the top of the list you will find sections for Category 1 & 2 Preferred Veterans (10 point veterans) followed by Category 3 & 4 Preferred Veterans (5 point veterans). This is followed by candidate names grouped by ethnic/gender categories, i.e., White males, White females, Black males, Black females, Hispanic males, Hispanic females, Native American males, Native American females, Asian/Pacific Islander males, Asian/Pacific Islander females, and unknowns.

You are not restricted to selecting only one sort option. You may use any or all of them in your review of the eligible register. As mentioned previously, all four options contain the same candidate names and present the same information about each candidate. The only differences are the order in which the candidates are listed.

To select an option, use your mouse to place the cursor on the underlined name of the eligible register sort you wish to view and click once. This will take you to the eligible register you wish to view. An example screen shot of an alphabetical sort eligible register appears at the top of the following page.

To change the eligible register sort you are viewing return to the previous screen and select the sort you wish to view. To return to the previous screen use your mouse to place the cursor over the "Back" button which appears in the upper left corner of the web browser screen and click once. This will return you to the screen offering the choices of eligible register sorts.

**Eligible Register**

**CLERICAL**  
0112345A  
Alphabetical Order

<u>ADAMS, KRISTIE A.</u>	Skills: 73.00	Typing: 24	Grade: 84.00
Employee: No	Preferred Veteran: No	Preference Points:	Data Entry: 23
	Race: White	Sex: Female	Expiration Date: 01/31/01
<u>ADKINS, DEBORAH M.</u>	Skills: 70.00	Typing: 32	Grade: 80.00
Employee: No	Preferred Veteran: No	Preference Points:	Data Entry: 15
	Race: White	Sex: Female	Expiration Date: 11/30/00
<u>ADKINS, LINDA A.</u>	Skills: 89.00	Typing: 57	Grade: 81.00
			Data Entry: 24

## Applications

The main purpose of application review is to determine which applicants will continue to the interview stage of the selection process. The decision as to which applications to review is left up to the interviewer.

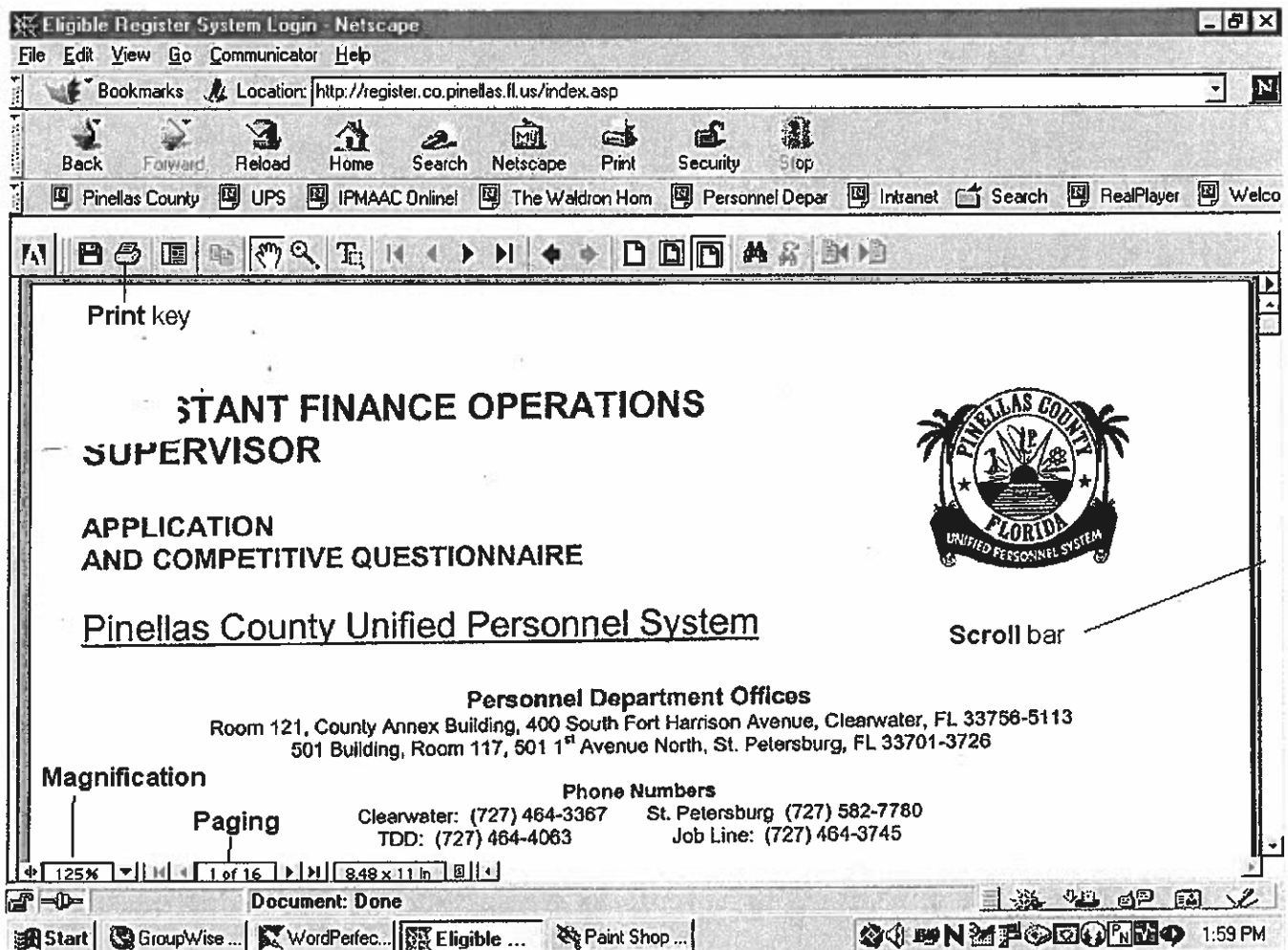
Before beginning the application review process the supervisor should have a clear idea of the requirements of the position he/she is trying to fill in terms of the knowledges, skills, and abilities required. The supervisor should then compare this list of requirements to the education, training, and experience that each candidate has recorded in his/her application form. Many supervisors find it useful to group the applications by qualifications into groups such as marginal, well qualified and outstanding. The outstanding group will be those which will be given first consideration in continuation through the selection process.

After you have made an initial screen of applications based on qualifications, you should review the applications a second time for other information which may influence whether or not a candidate continues in the process. This information may serve as a "flag" to indicate potential areas of trouble which you will want to inquire about. Examples of other information you should look for are listed on the following page.

- Inconsistencies in dates of employment [employment times overlap]
- Large gaps in employment history or unaccounted for time
- Inconsistencies in education dates
- Frequent job changes
- Reason for leaving employment given as "personal", "personality conflict", or similar (especially if it occurs repeatedly) or if no reason is given
- Job duties described are out of line with job title
- Employment progression is not steady (i.e., the person has gone "up" and "down" several times)
- Employment progress is not consistent (i.e., the person has moved directly from low level jobs to high level jobs)
- Employment history is extremely varied (i.e., the candidate has frequently changed career areas)

The fact that a candidate has one or more of these "flags" on their application form is not necessarily reason to dismiss the candidate from further consideration. If the qualifications of the candidate are sufficiently attractive you may wish to continue consideration of the candidate but you will want to obtain additional information about the flagged areas from the candidate [usually in the interview process]. The completed application forms are provided to you through the E-Reg system. Use the steps described previously to view an eligible register. (It does not matter which sort of the eligible register you select to view.) When viewing the eligible register (see screen shot on page 10), you will notice that most of the candidate names appear in blue and are underlined. Use your mouse to place the cursor over the name of the candidate whose application you wish to view and click once. Adobe Acrobat will open and the application form will appear as shown at the top of the next page.

You may view the application form on your computer screen or print the application form. The scroll bar on the right of the screen will allow you to scroll down through the entire application form. You may also change the amount of the application seen on screen by using the magnification feature. This is located in the lower left corner of the screen. Clicking on the ▼ to the right of the percentage number will provide you with a list of magnification options. Select the one that provides you with your best viewing level. Immediately to the right of the magnification level are buttons which allow you to page back and forth through the application form. Clicking once on the ► button will move you forward one page. Once on the ►► button will take you to the last page of the application. Clicking once on the ◀ button will take you back one page while clicking on the ◀◀ will take you to the first page of the application. Resumes and additional materials submitted by the candidate are scanned and located immediately following the completed pages of the application form.



To print the application form on your printer use your mouse to move the cursor over the "Print" key and click once. You may choose to print any, all, or none of the application forms. To return to the eligible register click once on the "Back" button which is located in the upper left corner of the web browser program.

### Employee Files

As a supervisor you may also review the personnel files of current County employees. The personnel file contains copies of all personnel transaction forms (including performance reviews) for the employee as well as the employee's initial application form. Reviewing employee

personnel files is time consuming. The files are large and must be reviewed in the Personnel Department Office located on the 4th floor of the County Annex Building (400 South Fort Harrison Avenue, Clearwater). Supervisors should contact the Records Administration Staff of the Personnel Department for file review arrangements. A supervisor can ask to see up to 12 personnel files without an appointment. If the supervisor wishes to review more than 12 files, he/she must provide the Records Administration with a list of the employee names whose files he/she wishes to review and schedule an appointment for the file review.

#### Other Factors

There are other factors which will influence your final list of whom should be interviewed. These factors include consideration of driving records if the position requires driving, employees within your department, the Veterans' Preference, and the affirmative action policy of Pinellas County Government.

**Driving Records:** If the position requires driving you should contact Risk Management and ask them to check the driving records of candidates. Risk Management will check the records of these individuals and inform you as to which ones have driving records which would allow them to be hired into positions which require driving. Having driving records checked before the interview process allows you to save time by preventing the further consideration of individuals who would not be eligible for hire into positions which require driving. Risk Management will check the records for up to 10 candidates. You will need to be able to provide Risk with the candidate's full name (first name, middle initial, and last name) and the candidate's driver's license number. This information is available on the candidate's application form.

**Veterans' Preference:** The Amended Rules of Veterans' Preference determine that all individuals protected by the Veterans' Preference legislation must be accorded special consideration at each step of the employment selection process. At the selection procedure step of the hiring process the Personnel Department adds 10 or 5 points to the final passing score obtained by each veteran qualifying for preference. The Hiring Department is required to review the application form for each preferenced veteran on the eligible register. The Preference sort of the eligible register will allow you to easily identify the preferenced veterans on the eligible register. You must review the applications for each individual who earns veterans preference.

## 4. Schedule and conduct interviews.

### Pinellas County Interview Requirements

In accordance with established procedures, at least three employees (if that many employee names appear on the register) must be interviewed. Where feasible, consideration should be given to all of your department employees for whom the position would be a normal in-line promotion. In setting up an interview with a County employee, you should contact the employee you wish to interview directly. The employee will make arrangements with his/her supervisor for time away from work for the interview. Consideration must be given to the work load of the employee's office.

To comply with Florida State Statute regarding veterans preference you must interview all Category 1 and 2 Veterans and the top three Category 3 and 4 Veterans. You may identify these individuals using the "Preference" sort of the eligible register. On other sorts of the eligible register Category 1 and 2 Veterans are those identified as veterans on the eligible register (Preferred Veteran: Yes) and who have 10 preference points added to the final grade (Preference Points: 10.00). Category 3 and 4 Veterans are those identified on the eligible register as preferred veterans and who have 5.00 preference points added to the final grade.

During the interview process, **every** candidate should have the opportunity to read and discuss the Position Requirement Profile Form. Then each candidate must sign the Position Requirement Profile Candidate Questionnaire and indicate if he/she requires accommodation to perform the essential duties of the position. (A copy of the questionnaire appears in Appendix F and is available for download from the Forms page on the Personnel Department intranet site.) The department completes the top portion of the form. The candidate must read the form, check the single most appropriate box, and sign and date the form. **Each** candidate interviewed **must** complete the form. All completed forms are to be sent to the Office of Human Rights.

**It is very important that during the interview you inform each candidate that it is the County's policy to do reference and criminal records checks and that discovery of falsification of information presented in the application form or during the interview will result in non-hire or termination if hired.**

You cannot refuse to consider an applicant simply because of criminal convictions. While there are some positions in which certain types of convictions would make a candidate unsuitable, most criminal convictions will not bar a person from employment. Hiring Officials are expected to consult the County Attorney regarding specific issues of this nature.

Failing to disclose convictions does pose a problem; however, thus you need to pay particular attention to such cases. During the hiring process, interviewers should ask, "As an adult, have you ever been convicted of an offense against the law?" Compare the response to the application statement, inquire about any discrepancies, and document the information.

### **Positions which require CDL's**

If the position requires a commercial driver's license during the interview process inform each candidate that:

A. His/her driving record will be checked.

B. In compliance with federal law we must contact all previous employers of the last 2 years for information concerning alcohol and controlled substances testing for the individual hired. To protect the privacy of our candidates we will only check with the previous employers for the individual selected for hire. To help us comply with the law each individual interviewed must complete an Alcohol and Controlled Substances Testing Form. (A copy of this form appears in Appendix G.)

Make sure the candidate knows he/she will receive no further consideration until all information requested on the form has been provided. If a candidate can not provide the information requested on the form during the interview they may obtain the information and provide it to you after the interview. Inform the candidate that falsification or omission of information on the form will result in removal from consideration for vacant positions and termination, if hired.

C. He/she must complete the Alcohol and Controlled Substances Testing Form. If a candidate has more than 3 employers during the last 2 years have the candidate

complete a second form (or as many release forms required to list all previous employers in the last 2 years).

You should also advise candidates for positions which require a CDL or which are designated as safety sensitive that final selection of any candidate for employment would be contingent upon passing a health and drug screening.

### **Before the Interview**

Before the actual interview you should review all materials needed for a complete evaluation. These materials include the class specifications, the set of questions developed for the specific position, as well as each individual's application. If applicants are being interviewed for a supervisory position, you need to be familiar with the job duties of the positions supervised as well as the duties of the actual position.

It is important to note any inconsistencies or time gaps on the application prior to interviewing. Determine the questions you want to ask concerning their inconsistencies and make sure your inquiries are job-related. Although the set of questions is standardized for each position, follow-up questions may be asked to clarify an applicant's answer. The goal is to gather sufficient information to permit an accurate evaluation of each applicant.

You should be consistent in administering and scoring the selection interview for several reasons:

- To control the possibility of uncovering applicant information irrelevant to the selection decision.
- To control the possibility of omitting important job behavior areas.
- To ensure the fairness of the process, in that each applicant will have the same opportunity to demonstrate the knowledge and skill required for a certain job.
- To ensure greater validity, i.e., job relatedness and reliability (i.e., higher agreement among interviewers).

### **Setting the Stage**

Even in scheduling the interview, you should set the stage for a successful interview process.

Allow enough time. Select times for the interviews when you will be able to fully devote your time to this very important task without interruptions. Usually, one hour is sufficient time for an interview. Do not try to squeeze too many questions into this hour. A good rule of thumb is that, if you have written good open-ended questions, candidates will generally need six to seven minutes to respond to each question. Eight to ten questions should give you a good picture of the candidate's abilities.

Select a private comfortable room for the interviews. Your office may not be appropriate, if it is likely that you will be interrupted by phone calls or drop-in visitors. Your first contact with the candidate, scheduling the interview, should be the start of putting the candidate at ease. Whether you set the appointments yourself or a member of your staff does it, the candidate should be given some ideas about what to expect. He/She should be told about the position (location, pay, work schedule, etc.). This allows the candidate to decide whether he/she is interested in being interviewed for the position. If the candidate is not interested in the position because of pay, location, work schedule, etc., he/she can self-select out of the process by turning down the interview. This prevents you and the candidate from wasting time on a needless interview. You should also inform the candidate of approximately how long the interview will be, who will be interviewing them (especially if there are several interviewers), and generally what sorts of questions will be asked. If you would like to see work samples, let the candidate know what type of work samples you are interested in seeing.

### **Positions Which Require CDL's**

If the position requires a commercial driver's license (CDL): when setting up the interviews you should inform each candidate that federal law requires that we contact all previous employers of the last 2 years for information concerning alcohol and controlled substances testing for



the individual hired. Because of this requirement, each individual interviewed will need to have available during the interview the following information on his/her employers for the last 2 years: name, address (Street, City, State and Zip), phone number, FAX number (if available) and dates employed. It is important that the candidate bring this information with him/her to the interview. Failure to do so could adversely affect his/her consideration for filling the vacant position. Assure the candidate that we will only check with the employers of the candidate selected for hire.

Note: If an applicant or an employee turns down an interview for the vacancy in your department, please ask if the person wishes to be considered for vacancies in other departments or if he/she wishes to have his/her name removed from the register so he/she will not be contacted about other vacancies within the same job class. Should the applicant indicate he/she wishes to be removed from the eligible register, please make a note of this and forward the information to the Employment and Testing Division so that we may remove the applicant from the eligible register. Also, please let us know if you are unable to contact an applicant due to disconnected phones or moving. The Personnel Rules allow us to remove these individuals from the eligible register as well. See Appendix H for a list of the reasons allowing removal of a candidate from an eligible register.

### **Beginning the Interview**

Any time you conduct an interview, you should begin in a courteous fashion by shaking hands with the interviewee. A warm, courteous welcome will help put the candidate at ease and establish an initial rapport. Allow some time for the candidate to get settled before beginning. The first key to establishing the two-way communication needed is to show a genuine interest in each candidate. The second key is to ensure a business-like atmosphere is set and maintained.

Treat the candidates as you would like to be treated in an interview situation. Be courteous and interested when the candidate is speaking and listen carefully to the answers. Try to maintain eye contact with each candidate throughout the interview [but do not stare].

Start the interview by reviewing the purpose and goals of the interview. Interviewing is a two-way street. It is a good idea to start the interview with a description of the job and the department. Do not put the candidates on the defensive by asking what they know about the job. That's an unfair question: you're supposed to know about the job; the candidates are supposed to know about their own qualifications.

Sometimes it is a good idea to verbally list the specific things you hope to accomplish in the interview. Explain that you will be writing down responses, so that you can review and compare candidates. Be organized and avoid interruptions.

## **5. Make preliminary decision on finalist for the position and conduct reference checks.**

Once you have completed your interviews you should review all available information and select the individual which best meets the needs of your department in filling this position. If at this point you are not sure of which candidate would be the best choice, you may gather additional information which may assist you in making your decision. The additional information may be gathered by conducting another round of interviews with your "finalists" and/or by conducting reference checks. (Reference checks are required for the finalist but may also be conducted for additional candidates to help you gather information which may be useful in making a final selection of whom to hire.)

Reference checking is not only a good business practice but a necessary one as well. It is Pinellas County Government's policy to check references on all hires (new hires and promotions). The responsibility for reference checks rests with the supervisor and the hiring department. The following policies and guidelines are provided for your use.

1. Reference checks must be made for the candidate you are selecting to fill the vacant position. Reference checks for other candidates are at your discretion.
2. You should make a reasonable effort to check references with at least 2 employers. If the candidate has had numerous employers in the last several years, you should try and check with all employers for the last 3 years. Be careful checking references with current employers if the candidate requests that you not contact his/her current employer. If the applicant is a seriously viable candidate for final selection, you should go back to the candidate and say that he/she is being considered seriously, but we cannot make an offer until we check with the current employer. Then ask the candidate for permission to do so.
3. You must document reference checking. Documentation should include the name of the individual who provided the reference, employer, date and time of contact, method of contact, and information provided. This

documentation should be maintained with your other selection materials, including interviewing notes for at least 4 years (longer if its maintenance does not create storage problems).

4. Questions asked during the reference check should be related to job performance. This includes actual duties performed, title of position(s) held, and the duration of time in each position. You should inquire about the reason the candidate left employment with that employer. An inquiry should also be made as to whether the employer would rehire this individual if the opportunity presented itself. Do not ask questions that would be inappropriate to ask the applicant during an interview. This includes inquiries relating to health, workers' compensation claims history, FMLA, or general attendance. You can ask about dependability and unscheduled leave but be careful to avoid any reference to "sick leave" or FMLA related leave.

5. Claims of degrees/certifications, etc. must also be verified. It does not matter if the degree is required for the position; if a degree is claimed it must be verified. Even if the individual is a County employee, do not assume that the information has already been verified. You may verify the degree by contacting the university by phone and verifying the degree or by requesting that the candidate have a certified copy of the transcript mailed directly to you. Phoning the university is the fastest and easiest means to verify a degree. You may locate the phone number for the university or college through the internet. When calling you will usually need the social security number of the candidate.

6. Remember that the personnel files of candidates who are or have been previously employed by a public organization are public record and are available for your inspection. If, in doing a reference check, you are informed that the candidate's personnel file is public record and is available for inspection/review, you should make every effort to review that file.

7. Neither criminal record checks nor credit/financial checks are to be made by departments. These checks will

be made/coordinated by the Personnel Department as appropriate.

Remember reference checking is required and it is the responsibility of the supervisor and the hiring department.

If the position requires driving and you have not already had the selected finalist's driving record checked, contact the Department of Risk Management and do so at this time. Individuals with unacceptable prior driving records will not be allowed to obtain a County driver's license nor operate vehicles on official County business.

## 6. Submit letter of justification and completed Position Requirement Profile Candidate Questionnaire Forms to the Office of Human Rights.

If necessary, submit letter of justification for the non-selection of minorities, protected class members, and veterans' preference candidates to the Office of Human Rights for review and approval. Submit all completed Position Requirement Profile Candidate Questionnaire Forms to the Office of Human Rights.

Justification refers to providing written documentation for the non-selection of protected class members and preferenced veterans. The Office of Human Rights determines the protected class members (minority candidates; female and male candidates where the classification indicates there may have been previous sexual stereotyping) where justification will be required. This determination is made based upon a breakdown of your department's workforce. Justification will be required for those protected class members which are under represented within your workforce. The Employment and Testing Division will pass this information on to you through the hiring checklist which is sent to you.

In general, your letter of justification should explain why the individual selected is the better qualified candidate as compared to each protected class member for which justification is required. The Office of Human Rights is responsible for the review and approval of justification required. All questions relevant to these topics should be directed to that office.

## 7. Contact selected applicant and make conditional job offer.

The Department contacts the candidate and makes a conditional offer of employment. At this time you should also determine availability and salary requirements. All job offers are conditional on successful background checks, including criminal record. CDL and designated safety sensitive position job offers are conditional on successful passing of the health and drug screening. In addition, CDL position job offers are conditional on an acceptable driving record.

Remind the selected applicant that he/she must have a valid social security card or a receipt for application of a replacement card for the day they will begin work. He/she will also need to bring additional identification for compliance with the U.S. Immigration and Reform Act of 1986. Examples include driver's license, U.S. passport, and voter registration card. A complete list of acceptable documents will be sent to the individual by the Personnel Department.

If you wish/need to hire the applicant above the minimum rate of the pay grade you must prepare justification as to why this individual should be hired above the normal entry rate. The justification must be presented to the Director of Personnel for approval. Once you have the approval of the Director of Personnel, you must obtain the approval of your Appointing Authority. Only after obtaining both of these approvals can you offer the applicant a starting rate above the minimum rate of the pay grade. **(Note:** Applicants may be hired up to the mid-point of the pay range with the approval of the Director of Personnel and your Appointing Authority. Hiring above the mid-point of the pay range requires the approval of the Director of Personnel, your Appointing Authority, and the Personnel Board.)

## 8. Send for fingerprinting and national criminal background check.

After you make a contingent offer of employment to your top candidate, and the person accepts, a criminal record check must be performed. In order to do this check, the person you have selected will need to report to the Personnel Department at some point in the hiring process so that fingerprinting can be completed and forwarded to Justice Coordination. Justice Coordination is our official point of contact with the approved vendor for criminal records information. Do not utilize other sources in attempting to check criminal history.

Except under rare circumstances, fingerprinting and criminal background checks should be completed prior to the individual starting work. Fingerprinting is conducted on Fridays from 2:00 to 4:00 on a walk-in basis. In addition, candidates with offers pending can contact the Personnel Department and schedule an appointment on Tuesday and Thursdays. They can call directly or the hiring manager can contact us to set the appointment. The telephone number to contact is 464-3082. If you are hiring an individual who does not live in the Tampa Bay area please contact the Personnel Department about arrangements for fingerprinting.

The automated fingerprinting system allows the receipt of criminal records reports within a day or two. You will be notified only if there appears to be material misrepresentation of an individual's criminal record. All such situations will be handled on a case-by-case basis. If you have not heard from the Personnel Department within three working days of the individual being fingerprinted you may proceed with the hiring process.

Hiring officials are expected to withdraw conditional employment offers or terminate new hires who materially misrepresent their background. If new hires misrepresent themselves, the employment relationship begins with a lack of trust that is difficult to overcome and may expose the County to a liability we should not assume.



## 9. Submit Personnel Transaction Form.

Submit the completed Personnel Transaction Form and approval notification from the Office of Human Rights (if required) to appropriate departmental personnel and Appointing Authority (or his/her representative) for approval/signatures. If the position requires a CDL you must also attach the original Alcohol and Controlled Substances Testing Form for the individual selected. Upon obtaining the appropriate approvals, the transaction is sent to the Personnel Department for processing.

Signature requirements vary by Appointing Authority. Make sure you obtain all signatures required by your Appointing Authority.

If the position does not require a CDL or is not designated as safety sensitive, the transaction form should contain the established starting date. The completed transaction must be received in the Personnel Department no later than 5:00 p.m. on the Tuesday preceding the established Monday start date.

If the position requires a CDL or is designated as safety sensitive, the transaction form must not include the start date. The start date will be established only after the results of the health and drug screening are known. The Personnel Department will send the candidate a letter scheduling the health and drug screening. This is normally 5 to 6 working days after the transaction is received. The Personnel Department is generally notified of the screening results 1 to 2 days after the screening. Once the Personnel Department receives the results it will call the Department with the information. If the candidate passed the health and drug screening, the Department contacts the candidate and makes the final job offer and establishes the starting date. Once the start day has been established, the Department calls the Records Administration Unit of the Personnel Department with the start date information. Personnel must be informed of the start date no later than 12:00 noon on the Wednesday preceding the established Monday start date.

If the position requires a CDL, the Personnel Department will send Risk Management a copy of the transaction form and the Alcohol and Controlled Substances Testing Form. Risk Management will begin the process of contacting the applicant's previous employers and making a determination of eligibility/ineligibility.

The Personnel Department will mail the candidate a letter confirming the offer of employment and established start date, informing the candidate of the location and time for orientation, and providing necessary information and forms needed for the hiring process.

Return the completed hiring checklist to the Employment and Testing Division of the Personnel Department. Please attach information on candidates who should be removed from the eligible register because they are no longer interested in being hired, who can not be contacted, etc. Information on the Personnel Rule which allows the removal of candidates from eligible registers appears in Appendix H.

## 10. Make notifications of non-selection.

The hiring department will contact each interviewed candidate who was not selected/hired and inform him/her of the non-selection for the position. This allows closure for the non-selected candidate and helps to leave a positive, professional impression of your organization. After all, next time, one of the non-selected candidates may be the individual you wish to hire.

In addition, you should be able to explain the reasons for non-selection or the reasons for selecting the candidate who was selected. If a candidate asks what he/she can do to better themselves for future opportunities, you should take the time to offer guidance and suggestions which would allow the candidate to improve his/her qualifications for future opportunities.

This contact may be made in person, by phone, or by letter. An example letter of non-selection appears in Appendix I. If you use this letter, please take the time to personalize the letter. It leaves a more positive impression if you don't just send the same generic letter to everyone each time.

## 11. The new hire comes to work.

New hires will come to the Personnel Department on their Monday hire date at 7:30 a.m. and will remain in the Personnel Department until 12:00 p.m. During this time they will complete the paperwork necessary to place them on the payroll, complete enrollment for benefits, and receive I.D. cards. An overview of the County, the Unified Personnel System, and County employment will be presented. Questions about the County's benefits program will also be answered.

After a break for lunch, the new hires under the Board of County Commissioners and the Clerk of the Circuit Court will meet with their Appointing Authorities or their Representatives at 1:00 p.m. At 2:00 p.m., all new hires will report to Risk Management for Safety Orientation. At 3:30 p.m., those new hires who need Driver's Awareness will remain in Risk Management. All others will report back to their departments at 3:30 p.m.

If the position requires a CDL, the hired individual is not permitted to operate "CDL" equipment until cleared by Risk Management to do so, i.e., the individual must have his/her County Driver's License.

The department should take all action necessary to ensure a smooth transition of the new hire into your work unit and department. This includes office/work space, supplies/equipment needed, notification of staff, and training/orientation plans.

## 12. Use the probationary period wisely!

The probationary period is the final "selection procedure" used in the hiring process. It provides the supervisor with the opportunity to observe the new hires actual job performance and make a final selection decision. During this time, the new employee should be provided instruction and/or training on the performance of the job and provided with feedback on his/her performance. Coaching and counseling should be used to correct inadequacies or problems. However, if it becomes apparent that this employee will not be able to meet the required work standards then his/her employment in this position should be ended. For new hires this means termination. For probationary promotional employees it means a return to the job classification from whence they came.

The standard probationary period is one year for new hires and six months for promotional appointments. However, Appointing Authorities have the option to reduce either of these, as deemed appropriate. The most common reduction is to reduce the new hire probationary period from one year to six months. Make sure you know the probationary period requirements of your Appointing Authority.

Use this time wisely to make sure you have made the proper selection decision!

## Personnel Requisition Form

**Instructions:** Complete all relevant requests for information and forward the completed form with appropriate approvals and a completed *Position Requirement Profile Form* to the Office of Human Rights.

### Position Information

Job Title			
Position Control #		# of Positions	
Department		Division	
Supervisor		Supervisor Phone #	
Cost Center		Pay Grade	
Position Location			
Select the correct choice from each pair.	New?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
		Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Classified <input type="checkbox"/> Exempt <input type="checkbox"/>
			Vacant? Yes <input type="checkbox"/> No <input type="checkbox"/>
			If not vacant, anticipated vacancy date:

### Register

Requested Register Type: ☐ Open (Internal & external applicants)  
☐ Promotional - Unified Personnel System ☐ Promotional Departmental

Department Contact: Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Send E-Reg password(s) to: \_\_\_\_\_

### Requested Advertising

Complete this section if a new eligible register is being constructed. Selected requested advertising type:  
☐ Local ☐ Other

If other is checked, list names of publication(s) and a contact method for the publication. (For newspapers: the name of the paper and city in which it is published, for other publications: phone number is preferred but addresses will be accepted.) [Note: cost of "other" advertising is paid by the requesting department.]

### Driving Requirements

Position assigned responsibility for operating county vehicles? ☐ Regularly ☐ Occasionally ☐ Never

If regularly or occasionally, provide information on licensure and endorsement(s) required by checking the appropriate box(es).

**License Requirement:** ☐ Commercial Driver's License A ☐ Certified Driver's License E  
☐ Commercial Driver's License B  
☐ Commercial Driver's License C

### Endorsement Requirement:

- ☐ T (Combination vehicles with double or triple trailers)
- ☐ N (Tank vehicles designed to transport any liquid/gaseous material with a designed capacity of 1,000 gallons or more)
- ☐ P (Any vehicles designed to transport 16 or more passengers, including the driver)
- ☐ H (Any vehicle used to transport hazardous materials in placardable amounts)
- ☐ X (Any tank vehicle used to transport placardable amounts of hazardous materials)

<b>Clerical Requirements</b>				
Does the position require typing? <span style="float: right;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</span>				
If the position does require typing, what is the minimum required typing speed? (Check the appropriate category. A guide is available for your use in selecting the most appropriate required speed.) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Keyboard familiarity  <input type="checkbox"/> At least 15 words per minute           </div> <div> <input type="checkbox"/> At least 25 words per minute  <input type="checkbox"/> At least 35 words per minute           </div> <div> <input type="checkbox"/> At least 45 words per minute  <input type="checkbox"/> At least 55 words per minute           </div> </div>				
Explain why the position requires typing at the indicated speed by describing the typing requirements of the position. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>				
Does the position require shorthand/dictation? <span style="float: right;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</span>				
If the position requires dictation/shorthand, explain the dictation/shorthand requirements of the position. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>				
<b>Special Consideration or Comments</b>				
Use this space to provide additional information about the knowledges, skills and abilities required for this specific position. <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>				
<b>Signatures</b>				
Department Head:			Date:	
Appointing Authority/Representative:			Date:	
<b>FOR PERSONNEL DEPARTMENT AND OFFICE OF HUMAN RIGHTS USE ONLY</b>				
Office of Human Rights	DT	Records Administration	Pay and Classification	Employment and Testing
Justification Requirements: <div style="display: flex; margin-top: 5px;"> <div style="flex: 1;"> <input type="checkbox"/> Blacks      <input type="checkbox"/> Hispanics  <input type="checkbox"/> Females      <input type="checkbox"/> Males           </div> <div style="flex: 1; border: 1px solid black; height: 40px;"></div> <div style="flex: 1; border: 1px solid black; height: 40px;"></div> <div style="flex: 1; border: 1px solid black; height: 40px;"></div> </div>				

## Appendix B - Information on Completing Adobe Acrobat Forms

Several forms have been published in portable document format (.pdf) and are available on the intranet for your use. The .pdf format is used to insure that the document you are viewing, completing, and/or printing is identical to the "hard" copy we create, regardless of what web browser or printer you are using. To view, print, and/or complete the forms you will need to have Adobe Acrobat Reader or Adobe Acrobat installed on your computer.

The Adobe Acrobat Reader is free and readily available for your computer system. You will need to have version 5.0 or later installed. Please contact your information technology support personnel if a current version of Adobe Acrobat Reader is not already installed on your computer. Adobe Acrobat is the full commercial version of the software. It allows the creation and viewing of .pdf documents. It is not necessary to have the full version of Adobe Acrobat installed on your system. Acrobat Reader is sufficient. (Adobe also suggests users check to see if you need to upgrade your computer's browser version as well at least Netscape Navigator 4.0 (or later) or Internet Explorer 4.5 (or later).)

## Viewing the Form/File

Once Adobe Acrobat Reader is installed, you can click on any of the links to portable document format (.pdf) files and the files should open either inside your web browser, or in the freestanding Adobe Acrobat application.

You may view the file from the internet or save it to your local computer for viewing later. To save a .pdf file, right-click on the link to the selected document.

1. Netscape users - select "Save Link As."
2. Internet Explorer users - select "Save Target As."
3. Save the document to a floppy disk or a location on your hard drive where it can be easily found.
4. Once saved, use Windows Explorer, My Computer, or other program to locate and open the file.



## Completing the Form







You have two options with respect to completing the form:

1. You may print the form and complete it manually (handwritten or typewriter)
2. Fill out the form in Acrobat and then print it.

This section will focus on information related to completing a form on the computer prior to printing, as if you had printed the form and used a typewriter.

The table below provides information on some of the tools which may prove useful in completing a form.

### Navigating the forms

	<b>Hand tool</b> - Click this tool once. Then click on a field to start filling it in.
	<b>Zoom In tool</b> - Zoom in to read the form clearly. This may be used repeatedly to increase the zoom magnification
	<b>Zoom Out tool</b> - Zoom out to see the whole form. If there is no Zoom Out tool, choose the Zoom In tool and hold the <b>Ctrl</b> key while clicking the mouse button.
	<b>Views tool</b> - Zoom in or out quickly
	<b>Find tool</b> - Locate text anywhere in the form
	<b>Print the form</b>
<i>If any of these tools are missing from your toolbar, you may use the pull down menus.</i>	

To fill out a form:

1. Select the hand tool.
2. Position the pointer inside a form field and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a check box, a radio button, or an item from a list.
3. After entering text or selecting an item, check box, or radio button, do one of the following:
  - Press "Tab" to accept the form field change and go to the next form field.

- Press "Shift"+"Tab" to accept the form field change and go to the previous form field.
- Press "Enter" to accept the form field change and deselect the current form field.

In a multiline text form field, "Enter" goes to the next line in the same form field. You can use the "Enter" on the keypad to accept a change and deselect the current form field.

Multiple line text fields will automatically wrap. When you fill the field with the maximum number of characters, the computer will beep and the cursor will lock. Hit "Tab" to move to the next field.

Press "Escape" to reject the form field change and deselect the current form field.

If a form has multiple pages, clicking the Green Navigation button at the bottom of the page will take you from page to page. You can also use the arrow tools on the toolbar to navigate between pages

Radio buttons (round circles) allow you to only choose one of the available options. If you select one and then select another one, the first choice will be deselected. Check boxes (square boxes) allow selection of more than one option. To deselect a check box, click on it again.

Cut, copy, and paste features work in Acrobat Reader and can assist in entering information on the form. These features work the same way that they work in word processors. You may cut, copy, and paste from one field to another within Acrobat Reader or from a word processor to a form field in Acrobat Reader.

### **The completed form must be printed and signed.**

If you are using Acrobat Reader you will not be able to save the information you have entered into the form. Whenever you close the program all entered data will be lost. It will not be there the next time you open the file. To save the form with the entered data you must have installed and be using the full commercial version of Adobe Acrobat, not just Acrobat Reader.

If you are using Acrobat Reader and will not be able to complete and print the entire form at one time, you should print the individual pages

that you have completed. When you have time to return to the form you will only need to complete and print the pages that were not completed previously.



Stress/Non-Physical Demands				
<b>A. Select the response that best describes the demands of the position over an average work week as they relate to the essential functions of the position. Please answer all questions. Give an example for all answers other than "0%, never".</b>				
	Never 0%	Occasionally Less than 25%	Frequently 25-80%	Continuously 80-100%
1. Interact with individuals within the organization (i.e., management, coworkers, subordinates, other department personnel, etc.) Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the interactions ever confrontational and/or difficult? Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interact with individuals outside the organization (i.e., customers, general public, vendors, etc.) Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the interactions ever confrontational and/or difficult? Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Must meet deadlines Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Responsible for high volume work Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Make immediate decisions Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Respond to emergency and/or crisis Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Depends on assistance of and cooperation with coworkers Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Must speak in front of a group Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Tasks performed in accordance with specified instructions and/or detailed guidelines Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Tasks performed according to broad directions Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never 0%	Occasionally Less than 25%	Frequently 25-80%	Continuously 80-100%
11. Perform a few tasks or a series of related tasks within a moderate period of time Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Perform a variety of complex tasks within a moderate period of time Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Compose original documents Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Comprehend and remember information presented verbally Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Comprehend and remember information presented in writing Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Perform difficult, complex work which may include research, analysis, recommendation formulation, composition and/or presentation Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Reading:</b> Indicate the reading level(s) and frequency required by this position. If reading level frequency is not "0%, never", briefly describe the types of materials which must be read.				
1. Simple (examples: labels, gauges and dials, simple instructions, information on completed forms, simple sentences, etc.) Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Moderate (examples: operating procedures, paragraphs, detailed instructions, letters, reports, etc.) Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Complex (examples: technical and professional reports, journals, federal and state laws, regulations, etc.) Example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Conditions				
<b>A. Please answer the following questions. After you have read all the possible responses, choose the response that best describes the work condition(s). Do <u>not</u> leave any item unanswered.</b>				
	Never 0%	Occasional Less than 25%	Moderate 25-80%	Great 80-100%
1. Inside protected from weather, exclude motor vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outside (exposed to weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wetness - contact with water (does not include rain) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Slippery walking surface Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Bodily injury (risk of lacerations, burns, bites, sprains, fractures, amputations) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Close proximity to co-workers (less than 3 feet) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Confined spaces and/or cramped bodily conditions Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Heights (ladders, platforms, etc. over 3 feet) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. What category of equipment is operated to perform the essential duties of the job? Please check all that apply.</b>				
<input type="checkbox"/> 1. Office equipment (computer, copiers, phone, etc.)				
<input type="checkbox"/> 2. Non powered hand tools (pliers, machete, hammer, screwdrivers, etc.)				
<input type="checkbox"/> 3. Portable power tools (drills, sanders, etc.)				
<input type="checkbox"/> 4. Large handheld power tools (electric saw, etc.)				
<input type="checkbox"/> 5. Jackhammer or taper				
<input type="checkbox"/> 6. Fixed power machinery (radial saw, brake grinder, etc.)				
<input type="checkbox"/> 7. Automotive equipment other than car or van (tractor, backhoe, etc.)				
<input type="checkbox"/> 8. Other: specify unique or technical equipment				
<input type="checkbox"/> a.				
<input type="checkbox"/> b.				
<b>C. List protective equipment required to be worn while performing the job (for example: safety shoes, back belts, ear plugs, etc.) and indicate the frequency with which the equipment must be worn.</b> Note: Continuous = more than 5 hours a day Frequently = more than 10 hours a week or more than 40 hours a month; Occasional = less than 40 hours per month Seasonal = on a continuous bases for 2 or more months a year but not year round.				
	Occasional	Frequently	Continuous	Seasonal
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>D. How would you rate the amount of work place exposure to the following? (Answer all questions. If exposure is not 0%, briefly explain/describe the exposure.)</b>				
	Never 0%	Little Less than 25%	Moderate 25-80%	Great 80-100%
1. Vibrations (arms, legs, torso) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Noise (fairly loud sound - Example: Lawnmower) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Burns (risk due to fire or chemical) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Non-ionizing radiation (welding flashes, sunburn) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dust - fine particles of earth or matter (exclude asbestos or silica) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Silica or asbestos dust Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Allergens (insects, pollen, poison oak, animal hair) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Toxic conditions (fumes, liquids, gases, hazardous materials) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Chemical irritants (eyes, lungs, skin) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Oil or grease (use of) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Odors (come in contact with noxious air) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Explosives (work with or near material which under certain conditions is apt to explode) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Electrical hazard (contact with uninsulated or unshielded electrical equipment) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ionizing radiation (X-rays, radioactive isotopes) Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Machinery with moving parts Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Other (please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain:				
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain:				



Physical Demands											
<b>A. In the course of a normal workday (as related to the essential duties of the position) the number of total working hours the employee is required to:</b> (Please circle the correct number of hours.)											
1.	Sit	1	2	3	4	5	6	7	8	9	10
2.	Stand	1	2	3	4	5	6	7	8	9	10
3.	Walk	1	2	3	4	5	6	7	8	9	10
4.	Drive	1	2	3	4	5	6	7	8	9	10
<b>B. On the job the employee must daily:</b>							Never	Less than 2 hours	2-4 1/2 hours	4 1/2 hours or greater	
1.	Bend/stoop (from the waist)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Climb						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Reach above shoulder level						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Kneel						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Balance/equilibrium						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Push/pull						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Squat (knees & hips flexed, back straight)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Crawl						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Crouch (knees & hips flexed; back, shoulders & neck bent)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Twist/turn from the waist						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C. Speech</b>							Occasionally 0-20%	Frequently 20-75%	Continuous 75-100%		
1.	Requires speaking on the phone Explain:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Requires face to face conversation with the public Explain						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>D. Lifting:</b> during the course of a normal work day this employee must LIFT:											
1.	Usual amount: _____ pounds Example:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Maximum amount: _____ pounds Example:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>E. Carrying:</b> During work this employee must CARRY:											
1.	Usual amount: _____ pounds Example:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Maximum amount: _____ pounds Example:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Over a usual distance of _____ feet Example:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Over a maximum distance of _____ feet Example:						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<b>F. On the job the employee uses his/her feet for frequent repetitive movements (excludes walking) as in operating a clutch or foot controls.</b>					
Right Foot	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Example:
Left Foot	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Example:
<b>G. On the job the employee uses his/her hands for frequent repetitive actions such as:</b>					
	Simple Grasping (Holding a pencil)	Firm Grasping (Using hammer or saw)	Fine Manipulation (Typing, drafting, intricate writing)	Example:	
Right Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Left Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section H and I deal with vision and hearing as they relate to the essential job duties of the position. Please consider how <u>important</u> or <u>critical</u> the ability is.					
			Not at all	Somewhat	Very
<b>H. Vision</b>					
1.	Near (working with fine or small objects at near distances) Example:			<input type="checkbox"/>	<input type="checkbox"/>
2.	Far (ability to see objects or surroundings at far distances) Example:			<input type="checkbox"/>	<input type="checkbox"/>
3.	Color (identifies colors and/or determines how bright or pure the color is) Example:			<input type="checkbox"/>	<input type="checkbox"/>
<b>I. Hearing</b>					
1.	In quiet surroundings Example:			<input type="checkbox"/>	<input type="checkbox"/>
2.	In noisy surroundings Example:			<input type="checkbox"/>	<input type="checkbox"/>
3.	Ability to tell where sound is coming from Example:			<input type="checkbox"/>	<input type="checkbox"/>
4.	Ability to identify sound Example:			<input type="checkbox"/>	<input type="checkbox"/>
Supervisor's Signature				Date	

Additional space provided for continuation of examples and explanations. Use if necessary.

## Checklist for Hiring Process Unified Personnel System - Pinellas County Government

Job Classification			
Department			
Position Control No.		Eligible Register No.	

- ✓ 1. Completed requisition and Americans with Disabilities Act Form sent to the Office of Human Rights. The Office of Human Rights determines justification requirements and forwards the forms to the Personnel Department.
- ✓ 2. Personnel Department sends password providing access to E-Reg, online eligible register system, to the hiring department.

Justification requirements for this position are shown below:

- ☐ None
- ☐ Veterans' Preference
- ☐ Minority and Protected Classes:    ☐ Blacks    ☐ Hispanics    ☐ Females    ☐ Males

**Department process begins here:**

- ☐ 3. Determine candidates to be interviewed. Review and give consideration to eligible register, applications, employee personnel files, protected class members, veterans' earning preference, and compliance with nepotism statute. If position requires driving, you may contact Risk Management and request they do driver's license checks on up to 10 candidates.
- 4. Interviews
  - A. Set up interviews.
    - ☐ (i) Interview at least 3 County employees
    - ☐ (ii) Interview all department/unit employees for whom the position would be a normal, in-line promotion.
    - ☐ (iii) Interview individuals as appropriate for compliance with your department's Affirmative Action goals.
    - ☐ (iv) Interview all Category 1 and 2 Preferred Veterans (10 point veterans)
    - ☐ (v) Interview at least 3 of the best qualified candidates who are Category 3 and 4 Preferred Veterans (5 point veterans)
    - ☐ (vi) If position requires a CDL, inform candidates of federal requirements and the need to bring detailed information on employers for last 3 years to the interview.
  - B. Conduct interviews
    - ☐ (i) Have each interviewed candidate review the *Position Requirement Profile Form* for the position and complete the *Position Requirement Profile Candidate Questionnaire Form*.
    - ☐ (ii) Inform each candidate that a background check including a national criminal record check will be conducted and material falsification of any information presented in the application or during the interview will be grounds for removal from consideration and/or termination if hired.
    - ☐ (iii) If the position requires a CDL or is designated as "safety sensitive," inform each interviewed candidate that successful passing of a health and drug screening is a requirement and a condition of hiring.
    - ☐ (iv) If the position requires a CDL inform the candidate of federal requirements and have each individual interviewed complete the *Alcohol and Controlled Substances Testing Form*.
- ☐ 5. Make preliminary decision on finalist for the position and conduct reference checks.
- ☐ 6. If necessary, submit letter of justification for the non-selection of minorities, protected class members, and veterans' preference candidates to the Office of Human Rights for review and approval. **Submit all completed *Position Requirement Profile Candidate Questionnaire Forms* to the Office of Human Rights.**
- ☐ 7. If position requires driving and you have not already done so, have the candidate's driving record checked by Risk Management.

- ☐ 8. Department contacts candidate and makes conditional offer of employment, determines availability and salary requirements.

The offer is conditional as follows:

- all job offers are conditional on successful background checks including criminal record;
- CDL and designated safety sensitive position job offers are conditional on successful passing of the health and drug screening;
- in addition, CDL position job offers are conditional on an acceptable driving record.

If the salary requirements are such that you will be hiring above the minimum rate of pay you must obtain appropriate approvals before making a final offer and establishing starting pay. If the requested starting pay is above the minimum but at or below the mid-point of the pay range and you are under the Board of County Commissioners you must first obtain the approval of the Director of Personnel and then the approval of your Appointing Authority. If the starting pay is above the mid-point of the pay range you must first obtain the approval of the Director of Personnel, then of your Appointing Authority, and finally of the Personnel Board. If you are under another Appointing Authority you obtain the approval of your Appointing Authority before seeking the approval of the Director of Personnel. Do not send the Personnel Transaction Form until starting salary has been approved by all appropriate parties.

- ☐ 9. Inform the candidate that he/she must contact the Records Administration Unit of the Personnel Department (464-3082) to set up an appointment for finger printing.

*You do not need to have the results of background check prior to the candidate starting to work; however, if the background checks return information indicating that the candidate falsified his/her application or would be an inappropriate hire, the job offer will be withdrawn and if already hired, the individual must be terminated.*

- ☐ 10. Submit Personnel Transaction Form and approval notification from the Office of Human Rights to appropriate departmental personnel and Appointing Authority (or his/her representative) for approval/signatures. If the position requires a CDL you must also attach the original *Alcohol and Controlled Substances Testing Form* for the individual selected to the transaction form. Approved transaction forwarded to the Personnel Department.

If the position does not require a CDL or is not designated as safety sensitive, the transaction form should contain the established starting date. The completed transaction must be received in the Personnel Department no later than 5:00 p.m. on the Tuesday preceding the established Monday start date.

If the position requires a CDL or is designated as safety sensitive, the transaction form must not include the start date. The start date will be established only after the results of the health and drug screening are known.

*The Personnel Department will send the candidate a letter scheduling the health and drug screening. This is normally 5 to 6 working days after the transaction is received. The Personnel Department is generally notified of the screening results 1 to 2 days after the screening. Once the Personnel Department receives the results it will call the Department with the information.*

If the candidate passed the health and drug screening the Department contacts the candidate and makes the final job offer and established the starting date. Once the start day has been established the Department calls the Records Administration Unit of the Personnel Department with the start date information. Personnel must be informed of the start date no later than 12:00 noon on the Wednesday preceding the established Monday start date. (If the candidate fails the health and drug screening the Department returns to Step 3.)

*If the position requires a CDL, the Personnel Department will send Risk Management a copy of the transaction form and the Alcohol and Controlled Substances Testing Form. Risk Management will begin the process of contacting the applicant's previous employers and making a determination of eligibility/ineligibility. Risk Management will notify the department of the new hire's approval/disapproval with respect to driving/CDL. Remember, the individual cannot operate equipment requiring a CDL prior to obtaining clearance from Risk Management.*

*The Personnel Department will mail the candidate a letter confirming the established start date, informing the candidate of the location and time for orientation, and providing necessary information and forms needed for the hiring process.*

- ☐ 11. Hiring department phones or sends letter of non-selection to each interviewed candidate who was not hired informing them of their non-selection for the position.
- ☐ 12. Take all necessary action for receipt of new hire, i.e., office/work space, supplies/equipment needed, notification of staff, etc.

## Appendix E - Nepotism Policy

Pinellas County will conform with the requirements of Florida State Statute 112.3135, Restriction of Employment of Relatives, as follows:

In this section, "Agency" means a state agency, except institutions under the jurisdiction of the Division of Universities; an office, agency, or other establishment in the legislative branch; an office, agency or other establishment in the judicial branch; a county; a city; and any other political subdivision of the state, except district school boards and community college districts.

"Public Official" means an officer, including a member of the legislature, the Governor, and a member of the cabinet, or employee of an agency in whom is vested the authority by law, rule or regulation, or to whom the authority has been delegated, to appoint, employ, promote or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an agency.

"Relative" with respect to a public official, means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

A public official may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion or advancement, in or to a position in the agency in which he is serving or over which he exercises jurisdiction or control, any individual who is a relative of the public official. An individual may not be appointed, employed, promoted, or advanced in or to a position in an agency if such appointment, employment, promotion or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual.

Mere approval of budgets shall not be sufficient to constitute "jurisdiction or control" for the purposes of this section.

An agency may prescribe regulations authorizing the temporary employment in the event of emergencies as defined in s.252.34(2). of individuals whose employment would otherwise be prohibited by this section.

## Pinellas County Government - Unified Personnel System Position Requirement Profile - Candidate Questionnaire

Job Classification	
Position Control Number	
Department	
Interview Conducted by	

### Candidate Information

Name	
Interview Date	

**Candidate Instructions:** As part of the interview process for the position listed above you will be provided with a copy of the Position Requirement Profile for the position. This profile describes the working conditions and physical and nonphysical requirements of the position. You are asked to review the information in the profile and complete this questionnaire. The Unified Personnel System of Pinellas County is using this procedure to ensure compliance with the Americans with Disabilities Act of 1990. Review the Position Requirement Profile and complete this questionnaire by checking the appropriate option box and signing the questionnaire in the space provided.

I have read [or had read to me] the Position Requirement Profile for this position and

• <input type="checkbox"/> Option 1	I am capable of performing this job as described.
• <input type="checkbox"/> Option 2	I am capable of performing the duties of this position with the following accommodations:
• <input type="checkbox"/> Option 3	I am not capable of performing the duties of this position.

**I hereby certify that my answers are true and correct to the best of my knowledge.**

<b>Signature</b>	<b>Date</b>
------------------	-------------

## Pinellas County Government - Unified Personnel System Alcohol and Controlled Substances Testing Form

To comply with federal law we must obtain information on alcohol and controlled substances testing for the last 3 years for all individuals who are employed in positions requiring a commercial driver's license (§382.401, §382.405, §382.413). The information needed concerns whether in the last 3 years you have tested positive for a controlled substance, had an alcohol test with a Breath Alcohol Concentration of 0.04 or greater, or refused a required test for drugs or alcohol. By law we must obtain this information from your employers for the last 3 years. To do this we need the name(s), address(es), and phone number(s) of your employer(s) for the last 3 years.

To receive further consideration for a position within Pinellas County Government which requires a commercial driver's license you must provide the information requested below. Failure to provide the requested information will result in your removal from further consideration. Falsification of the requested information will result in your removal from further consideration for vacant positions and your termination, if hired.

Print Name:	First	Middle Initial	Last
Social Security Number:			
1. Have you tested positive for a controlled substance in the last 3 years? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
2. Have you had an alcohol test with a Breath Alcohol Concentration 0.04 or greater in the last 3 years? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
3. Have you refused a required test for drugs or alcohol in the last 3 years? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
If yes to any of the above questions, please explain:			
I hereby certify that the information given above is true and accurate to the best of my knowledge.			
I hereby authorize that the employers listed below may release and forward information requested concerning my alcohol and controlled substance testing records to Pinellas County Government - Unified Personnel System.			
Signature		Date	
Previous Employer:			
Dates Employed:	From:		To:
Street:			
City:		State:	Zip Code:
Phone Number:		Fax No.:	
Previous Employer:			
Dates Employed:	From:		To:
Street:			
City:		State:	Zip Code:
Phone Number:		Fax No.:	
Previous Employer:			
Dates Employed:	From:		To:
Street:			
City:		State:	Zip Code:
Phone Number:		Fax No.:	



## Appendix H - Removal of Candidates from Eligible Registers

### Personnel Rule III, Section C

The names of candidates shall be removed on the basis of the following:

1. Appointment through certification from the register to fill a vacant position.
2. Having been interviewed and rejected by three (3) different Appointing Authorities for positions in the same class; or in the case of such class existing in only a single department, being interviewed and rejected twice by the Appointing Authority. The Director of Personnel may disapprove the reason of rejection if such is based on violation of the anti-discrimination policy of the County.
3. Failure to respond or report, within the time specified in the notice, to any inquiry of the Director of Personnel or Appointing Authority concerning availability for employment.
4. Separation from the Classified Service.
5. Declining offer of employment three (3) times by a candidate.
6. Notice of postal authorities of their inability to locate the candidate at the last known address.
7. Discovery that the candidate lacks any of the qualifications prescribed as requirements for admission to the examination for the class or appointment to the position.
8. False statement of any fact or the practice or attempt to practice deception or fraud in the candidate's application, or examination or, otherwise, in securing appointment or eligibility.
9. Discovery that the candidate has some physical or mental impairment which prevents the performance of the essential functions of the related job classification, even with a reasonable accommodation.

10. At the discretion of the Director of Personnel, upon finding that the candidate has been an unsatisfactory employee in either public or private employment because of inefficiency, delinquency, misconduct, or related reasons.
11. Disability which prevents the candidate from satisfactorily performing the duties of the position.

## Appendix I - Example Letter of Non-Selection

[Name]  
[Address]  
[City, State, Zip]

Dear [name]:

Thank you for your interest in our position [job class title]. We appreciated your taking the time to come to our office for an interview. The information you presented at the interview and in your application form was most interesting. However, we made a difficult decision and selected another applicant whom we felt had the background, training, and skills most closely meeting our needs for this position. [You may wish to provide more detail here about the selected candidate.]

Your name will remain on the eligible register for this job classification in accordance with the Personnel Rules. Please be assured that for as long as your name remains on the eligible register you will be given all due consideration for any further openings.

Again, thank you for your time during our interviewing process and for your interest in employment with us. Best of luck in your future endeavors.

Sincerely,

[Name]  
[Title]

Select Year: 2011

## The 2011 Florida Statutes

[Title XX](#)[Chapter 295](#)[View Entire Chapter](#)

VETERANS

LAWS RELATING TO VETERANS: GENERAL PROVISIONS

**295.085**     **Positions for which a numerically based selection process is not used.**—In all positions in which the appointment or employment of persons is not subject to a written examination, with the exception of positions that are exempt under s. [295.07\(4\)](#), first preference in appointment, employment, and retention shall be given by the state and political subdivisions in the state to persons included under s. [295.07\(1\)\(a\)](#) and (b), and second preference shall be given to persons included under s. [295.07\(1\)\(c\)](#) and (d) who possess the minimum qualifications necessary to discharge the duties of the position involved.

**History.**—s. 4, ch. 24201, 1947; s. 2, ch. 77-422; s. 3, ch. 78-372; s. 3, ch. 80-370; s. 15, ch. 84-114; s. 6, ch. 87-356; s. 2, ch. 89-323; s. 4, ch. 98-33; s. 80, ch. 99-13.

**Note.**—Former s. 295.10.

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West's Florida Statutes Annotated

Title XX. Veterans (Chapters 291-297)

Chapter 295. Laws Relating to Veterans: General Provisions (Refs & Annos)

West's F.S.A. § 295.07

**295.07. Preference in appointment and retention**

Effective: July 1, 2007

Currentness

(1) The state and political subdivisions in the state shall give preference in appointment and retention in positions of employment to:

(a) Those disabled veterans:

1. Who have served on active duty in any branch of the Armed Forces of the United States, have been separated therefrom under honorable conditions, and have established the present existence of a service-connected disability which is compensable under public laws administered by the U.S. Department of Veterans' Affairs, or

2. Who are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.

(b) The spouse of any person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of any person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

(c) A veteran of any war as defined in s. 1.01(14). The veteran must have served at least 1 day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility under this paragraph.

(d) The unremarried widow or widower of a veteran who died of a service-connected disability.

(2) The Department of Veterans' Affairs shall adopt rules to ensure that veterans are given special consideration in the employing agency's selection and retention processes. The rules must include the award of point values as articulated in s. 295.08, if applicable, or, where point values are not relevant, must include procedures to ensure that veterans are given special consideration at each step of the employment selection process, unless the sponsoring governmental entity is a party to a collective bargaining agreement, in which case the collective bargaining agreement must comply within 90 days following ratification of a successor collective bargaining agreement or extension of any existing collective bargaining agreement.

(3) Preference in employment and retention may be given only to eligible persons who are described in subsection (1) and who are residents of this state.

(4) The following positions are exempt from this section:

(a) Those positions that are exempt from the state Career Service System under s. 110.205(2); however, all positions under the University Support Personnel System of the State University System as well as all Career Service System positions under the Florida Community College System and the School for the Deaf and the Blind, or the equivalent of such positions at state universities, community colleges, or the School for the Deaf and the Blind, are included.

(b) Positions in political subdivisions of the state which are filled by officers elected by popular vote or persons appointed to fill vacancies in such offices and the personal secretary of each such officer, members of boards and commissions, persons

employed on a temporary basis without benefits, heads of departments, positions that require licensure as a physician, licensure as an osteopathic physician, licensure as a chiropractic physician, and positions that require that the employee be a member of The Florida Bar.

#### **Credits**

Laws 1947, c. 24201, § 1; Laws 1970, c. 70-7, § 1; Laws 1977, c. 77-422, § 1; Laws 1978, c. 78-372, § 1; Laws 1980, c. 80-370, § 1; Laws 1987, c. 87-356, § 4; Laws 1989, c. 89-323, § 1. Amended by Laws 1992, c. 92-80, § 3, eff. April 8, 1992; Laws 1998, c. 98-33, § 2, eff. April 29, 1998; Laws 1999, c. 99-13, § 79, eff. June 29, 1999; Laws 2001, c. 2001-273, § 1, eff. July 1, 2001; Laws 2003, c. 2003-42, § 2, eff. May 23, 2003; Laws 2007, c. 2007-217, § 42, eff. July 1, 2007.

#### **NOTES OF DECISIONS**

#### **Counties**

In determining that county violated veteran's preference statutes [ §§ 295.07 and 295.085], by not providing a preference to candidate at each step of the hiring process, hearing officer erred in basing his determination that candidate was qualified for the position on evidence of candidate's qualifications over and above that which was revealed by resume which candidate submitted to hiring agency. *Harris v. State, Public Employees Relations Com'n*, App. 1 Dist., 568 So.2d 475 (1990). *Officers And Public Employees* 10

A charter county may legislate in the area of veterans' preference in employment, appointment, and retention, to the extent that such ordinances are not inconsistent with sections 295.07-295.15. Op. Atty. Gen. 90-1, Jan. 8, 1990 (1990 WL 509014).

Current with chapters in effect from the 2012 Second Regular Session of the Twenty-Second Legislature through February 16, 2012

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West's Florida Administrative Code

Title 55. Department of Veterans' Affairs

Subtitle 55A. Division of Veterans' Benefits and Assistance

Chapter 55A-7. Veterans' Preference in Appointment and Retention in Employment

Rule 55A-7.003, F.A.C.

Fla. Admin. Code r. 55A-7.003

55A-7.003. Definitions.

Currentness

As used in this chapter:

- (1) "Appointment" means employment of a preference-eligible applicant into a vacant position with the state or political subdivisions of the state after the effective date of these rules.
- (2) "Armed Forces" or "armed services" means the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States.
- (3) "Augmented Rating" means the final numerical score received by a preference-eligible applicant after it is increased by veterans' preference points in accordance with Rule 55A-7.010, F.A.C., of this chapter.
- (4) "Complaint Lacking Merit" means a complaint lacking a basis in law and/or fact, and which is so insufficient in that there is little if any prospect that it can be successfully resolved in favor of the veteran.
- (5) "Department" means the Florida Department of Veterans' Affairs.
- (6) "Department of Defense" means the United States Department of Defense.
- (7) "Examination" means any selection device which results in a numerical score and by which applicants are determined eligible for consideration for a specific position. These devices will include the following:
  - (a) A written or proficiency assessment of an applicant's knowledge, skills, and abilities,
  - (b) An assessment of the essential knowledge, skills, abilities, and other job-related requirements possessed by an applicant, or
  - (c) An evaluation of the applicant's training and experience.
- (8) "Minimum Qualifications" means a specification of the kinds of experience, training, education, and licensure or certification (if applicable) that provides appropriate job-related evidence that an applicant possesses the minimum required knowledge, skills, and abilities necessary to the discharge of the duties involved.
- (9) "Numerically Based Selection Process" means an examination resulting in a numerical score which is the sole criterion for making an employment selection decision from a pool of candidates who meet minimum qualifications.
- (10) "Vacant Position" means a position which the covered employer has announced as being open for recruitment and available to all applicants. A position that is announced as being open to current employees only, to be filled by the reassignment, promotion or demotion of an employee is not a vacant position for the purpose of this chapter.
- (11) "DVA" means the United States Department of Veterans' Affairs.

(12) "Veteran" or "wartime veteran" is as defined in Section 1.01(14), F.S.

(a) The veteran must have served at least one day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility.

(b) A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or the global war on terrorism medal) is eligible for preference pursuant to Section 295.07, F.S.

**Credits**

Adopted Mar. 30, 1988; Transferred from 22VP-1.003; Amended Feb. 12, 1990, June 21, 1992, July 12, 1993, Dec. 27, 1998, July 26, 2000, June 11, 2008.

**AUTHORITY:** 295.07(2) FS. Law Implemented 1.01(14), 295.07(1), (2)(c) FS.

Current with rules included in the March 2, 2012 issue of the Florida Administrative Weekly.

**Rule 55A-7.003, F.A.C., 55 FL ADC 55A-7.003**

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West's Florida Administrative Code

Title 55. Department of Veterans' Affairs

Subtitle 55A. Division of Veterans' Benefits and Assistance

Chapter 55A-7. Veterans' Preference in Appointment and Retention in Employment

Rule 55A-7.011, F.A.C.

Fla. Admin. Code r. 55A-7.011

55A-7.011. Employment Preference When Numerically Based Selection Process Is Not Used.

Currentness

(1) In all covered positions for which an examination, as defined in subsection 55A-7.003(7), F.A.C., is not used to determine the qualifications for employment, preference in appointment, employment and retention shall be given first to those persons included under subsections 55A-7.008(1) and (2), F.A.C., and second to those persons included under subsections 55A-7.008(3), (4) and (5), F.A.C., provided such persons possess the minimum qualifications necessary to the discharge of the duties involved.

(2) Preference in appointment and employment requires that a preferred applicant be given special consideration at each step of the employment selection process but does not require the employment of a preferred applicant over a nonpreferred applicant who is the most qualified applicant for the position. Granting of an interview is one example of the type of special consideration which may be given to a preferred applicant. If, at any stage of the hiring process, a preference-eligible veteran meets minimum qualifications for an open position, then he or she will advance to the next step in the public employer's selection process. If, at any step in the selection process, a determination is made that the veteran is not qualified to advance to a subsequent step in the selection process, such determination will receive a review at a higher level of management having authority to overturn the initial determination, to ensure whether the determination was correct. In the event of any investigation conducted pursuant to Section 295.11, F.S., the Department of Veterans' Affairs shall require that the agency or political subdivision which is party to such investigation demonstrate how its policies were effectuated at each step of the employment selection process, including why an interview was not provided, in regard to the individual preference-eligible applicant or employee who requested the investigation.

(3) The employer is required to document and justify the decision to hire a nonpreferred applicant over the preferred applicant, subject to the review of that decision by the Department of Veterans' Affairs as provided by Rule 55A-7.016, F.A.C., of this Chapter, and ultimately by the Public Employees Relations Commission.

**Credits**

Adopted Mar. 30, 1988; Transferred from 22VP-1.011; Amended Feb. 12, 1990, July 12, 1993, Dec. 27, 1998, Dec. 28, 2004, June 11, 2008.

**AUTHORITY:** 295.07(2) FS. Law Implemented 295.085, 295.11 FS.

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Rule 55A-7.011, F.A.C., 55 FL ADC 55A-7.011

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West's Florida Administrative Code

Title 55. Department of Veterans' Affairs

Subtitle 55A. Division of Veterans' Benefits and Assistance

Chapter 55A-7. Veterans' Preference in Appointment and Retention in Employment

Rule 55A-7.0111, F.A.C.

Fla. Admin. Code r. 55A-7.0111

55A-7.0111. Reinstatement or Reemployment; Promotion Preference.

Currentness

(1) When an employee in a covered position leaves employment of the state or its political subdivisions for the purpose of serving in the Armed Forces of the United States and is separated therefrom with an honorable discharge, the state or its political subdivision shall reinstate or reemploy such person under the following conditions:

(a) Reinstatement or reemployment is made to the same or to an equivalent position.

(b) Reinstatement or reemployment is made within one year of the date of separation from the military service, or, in the case of extended active duty, within one year of the date of discharge or separation subsequent to the extension.

(2) Persons reinstated or reemployed under this rule shall be awarded preference in promotion, and shall be promoted ahead of all other employees who are as well or less qualified for the position. When an examination, as defined in Rule 55A-7.003, F.A.C., is utilized, such persons shall be eligible for preference points and ranking on the register as provided by Rule 55A-7.010, F.A.C., of this chapter. Eligibility for preference in promotion shall apply only to a veteran's first promotion after reinstatement or reemployment, without exception.

(3) If the reinstated or reemployed person is not promoted, the person retains promotion preference eligibility until the first promotion following reemployment is satisfied.

(4) Where the reinstated or reemployed person is not promoted and the register is vacated to establish a new register for the next promotion, such person shall retain eligibility for preference points and ranking on the new register as provided by Rule 55A-7.010, F.A.C.

**Credits**

Adopted Mar. 30, 1988; Transferred from 22VP-1.0111; Amended June 11, 2008.

**AUTHORITY:** 295.07(2) FS. Law Implemented 295.08, 295.09 FS.

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Rule 55A-7.0111, F.A.C., 55 FL ADC 55A-7.0111

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