



### UNIFIED PERSONNEL BOARD POLICY #2 **Selection for Classified Service Positions**

Pinellas County, the Unified Personnel System, and all Appointing Authorities are equal opportunity employers. Our continuing policy in the substance, design and administration of our personnel programs shall assure the fair and equal treatment of all persons in all aspects for personnel administration without regard to military status, political affiliation, age, race, color, national origin, gender, sexual orientation, gender identity or gender expression, religious creed, disability, genetic information, or any other characteristic protected by law, and with proper regard for their privacy and constitutional rights.

#### **A. Announcement of Recruitments**

Unless vacancies are to be filled by demotion, transfer, or by certification from layoff eligible lists, they should be filled so far as practical by the promotion of employees in the Classified Service. The Director of Human Resources shall, upon recommendation of the Department Head or Appointing Authority, establish an open competitive or promotional recruitment process. The recruitment shall be advertised through appropriate means necessary to bring the notice of examination to the attention of the prospective applicants. Such notice shall set forth the job requirements and the time and place at which applications for employment may be filed.

#### **B. Application for Employment**

No person responding to public notice shall be denied the opportunity of filing an application for employment with the County, and all such applications shall be made on standard forms designed and prepared by the Director of Human Resources. The Unified Personnel System is committed to maintaining a balanced workforce that reflects the diversity of the general population of the County.

#### **C. Rejection of Applications**

The rejection of applications shall be objectively based on failure to meet any of the announced requirements, prior unsatisfactory employment in the County Service, giving false information concerning education, skills, licenses, certifications, past employment history or conviction record, prior conviction for a crime if the crime was a felony or first degree misdemeanor and directly related to the position of employment sought, or for other just cause.

#### **D. Eligible Registers**

Human Resources will utilize acceptable selection procedures which conform to applicable Federal and State standards and established professional standards. The Director of Human Resources shall establish and maintain eligible registers for recruitment for various job classifications as are deemed necessary to meet

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the needs of the Classified Service. The type of recruitment shall be done in accordance with Rule 2 and with the concurrence of the Appointing Authority. Names of eligible candidates shall be placed on the register in the order of their final earned score and in accordance with veterans' preference requirements set forth in Chapter 295, Florida Statutes. Individuals who are eligible for veterans' preference shall receive preference at every step of the selection process. Active and promotional registers shall be in effect from the date on which they are certified. 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.

The Director of Human Resources may cancel, postpone, reschedule, or re-announce any examination for any good and sufficient reason deemed in the best interests of County Service.

After the grading of examinations, the Human Resources Department shall advise each candidate as to the result of his examination within 10 calendar days. Should an employee or new job applicant feel adversely affected or discriminated against in an opportunity for promotion or employment, or believes an injustice has been done in the grading of his/her examination papers, the individual may appeal to the Director of Human Resources within ten calendar days. Should the matter not be resolved by the Director of Human Resources, the Pinellas County employee candidate may appeal to the Unified Personnel Board. Any such appeal to the Unified Personnel Board must be made in writing within five calendar days from the date of the response from the Director of Human Resources and shall specify the cause of complaint. The Unified Personnel Board shall review the matter and shall render a final decision in the matter.

### **E. Removal of Names from Eligible Register**

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. Failure to respond or report, within the time specified in the notice, to any inquiry of the Director of Human Resources or Appointing Authority concerning availability for employment.
3. Separation from the Classified Service.
4. Declining an offer of employment three times by a candidate.
5. The return of mailed notices or correspondence sent to the last known address.
6. 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.
7. False statement of any fact or the practice of or attempt to practice deception or fraud in the candidate's application, or examination or, otherwise, in securing appointment or eligibility.

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8. At the discretion of the Director of Human Resources, if finding that the candidate has been an unsatisfactory employee in either public or private employment because of inefficiency, delinquency, misconduct, or related reasons.

### **F. Drug Screening**

Pinellas County complies with the Federal Drug Free Workplace Act of 1988 and Florida State Law. Applicants who are conditionally offered employment for positions requiring a CDL driver's license or for positions that are designated safety sensitive must successfully complete a drug screening in accordance with the provisions of the County policy.

### **G. Initial Medical Evaluation**

Dependent on the duties and responsibilities of the position, an individual may be conditionally offered a job contingent on successfully completing a job-related medical evaluation by a physician selected by the Director of Human Resources. The purpose of this evaluation shall be to determine that, prior to beginning work, the individual is capable of safely performing the essential functions of the position.

### **H. Fingerprinting**

All new hires shall be subject to a national criminal background check. The requirement may be waived by the Appointing Authority for retirees from Pinellas County Government and other temporary workers needed on an emergency basis for periods of 30 days or less.