

BCC - HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION 13

APPLICATIONS, EXAMINATIONS AND VETERANS' PREFERENCE

The Human Resources Director is the delegated authority to recruit, screen, and develop official candidate referral lists and make official job offers.

13.1 Applications

No person shall be appointed to or admitted to an examination for any class of position until the applicant has completed and filed an application with the Human Resources Department. The online ~~or paper~~ application shall be accompanied by such documents and exhibits as may be required. ~~Paper applications must be received and date stamped in Human Resources or postmarked by the closing date in the job announcement to be considered.~~

- a. No application shall be accepted after the closing date specified in the job announcement.
- b. Applicants for open continuous positions must update their application every 180 days to maintain an active status.

~~c. A recruitment blackout period will commence upon the posting of a job requisition and the duration which "No Commissioner or Aide can contact Human Resources or the Selection Committee about the recruitment, hiring process or salary until an offer has been accepted."~~

~~d. All job postings will include the following supplemental questions:~~

~~(1) "Candidates may not list a sitting Escambia County Commissioner as a reference in their application", and~~

~~(2) "I understand I am not to list a sitting Escambia County Commissioner as a reference, and should I list such reference, I understand my application will be rejected".~~

13.2 Disqualifications of Applicants

The Human Resources Department shall have the right to disqualify an applicant for reasons which include, but are not limited to, the following:

- a. Failure to meet the minimum qualifications stated in the job vacancy announcement;
- b. Failure to address Supplemental Questions/Knowledge, Skills and Abilities (KSA's)/Supplemental Questions in the job announcement;
- c. Intentional false statement of any material fact or the practice, or attempted

Formatted: Font: 12 pt

Formatted: Indent: Left: 1.2", Hanging: 0.5", Right: 0", Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.95"

Formatted: Font: 12 pt

Formatted: Indent: Left: 1.2", Hanging: 0.5", Right: 0", Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.95"

Formatted: Outline numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.82" + Indent at: 2.08"

Formatted: Indent: First line: 0.3"

Formatted: Indent: Left: 2.2"

Formatted: Body Text, Indent: Left: 1.7", Right: 0", Space Before: 0 pt, No bullets or numbering, Tab stops: Not at 1.95"

BCC - HUMAN RESOURCES POLICIES AND PROCEDURES

practice of any deception or fraud in the preparation or submission of the application or related documents;

- d. Previous dismissal in bad standing from any position of the BCC;
- e. Conviction of a crime, the nature of which may have an adverse effect on the performance of the duties of the position sought;
- f. Obtaining privileged information about, or participation in, the administration of the examination process;
- g. Age that is under the age of majority, as recognized by relevant child labor laws such as the Federal Fair Labor Standards Act of 1938, except where special exemptions to those laws permit;
- h. Applicant not in the area of consideration;
- i. Application submitted or postmarked after the closing date;
- j. Failure to date and sign the ~~paper~~-application; and
- k. ~~Failure to meet the requirements of the Tobacco Free Hiring Policy.~~
k. Listing a sitting Commissioner as a reference.

13.3 Disposition of Applications

All employment applications and related documents shall be retained as specified by Chapter 119, Florida Statutes. Divisions shall have access to review applications or copies of applications of persons whose names are certified for selection and are on the official referral list provided by Human Resources.

13.4 Examinations

All methods of tests or examinations shall be practical, fair, job-related and constructed to measure the relevant success of an applicant for the class of position for which he is competing. Examinations are considered confidential testing material.

Three (3) classes of tests or examinations are authorized:

- a. Entrance examinations are ~~openedopen~~ to all competitors who meet the requirements of the job specifications and other requirements as specified in the job announcement.
- b. Promotional examinations are ~~openedopen~~ to classified employees who meet the minimum qualifications established for the position sought. It shall be considered a promotion when an employee advances from one class to another class with increased duties and responsibilities and for which a higher pay grade is assigned.

← -- -- **Formatted:** Outline numbered + Level: 3 + Numbering
Style: a, b, c, ... + Start at: 1 + Alignment: Left +
Aligned at: 1.82" + Indent at: 2.08"

BCC - HUMAN RESOURCES POLICIES AND PROCEDURES

- c. Knowledge, Skills and Abilities (KSA) Rating Exam - The Human Resources Department will consult with subject matter experts (SME's) with input from the selecting official to develop any specialized experience, certifications, and three to five KSA's used for screening applications ~~for a Highly Qualified (HQ) group. Human Resources will develop a confidential scoring system directly related to the level of attainment of each KSA.~~

13.5 Postponement or Cancellation of Examination

Examinations shall be held on dates that are posted in public announcements unless the Human Resources Department reschedules, postpones, or cancels an examination because of reasons that may include, but are not limited to, the following:

- a. An inadequate number of applicants;
- b. The non-attendance of special examiners;
- c. A change in personnel requirements;
- d. Natural disasters or emergencies.

When time permits, applicants shall be notified of any postponement or cancellation of examination.

13.6 Rating of Examinations

Confidential Rating Exam

- a. Applications will be rated eligible based on the minimum basic qualifications (BQ) of the job announcement. ~~A Highly Qualified (HQ) rating will be based on the applicants documented response to the job posting supplemental questions/knowledge, skills and abilities (KSA's) developed for the subject class of the position. The confidential rating exam shall be the standard of measure that will be applied as equitably and fairly as possible to all applicants.~~

The confidential rating exam will not be modified to accommodate attempts to obtain a specific job for any particular applicant unless such modification is construed as a reasonable accommodation required and defined by applicable federal or state law. ~~Any modification must be approved by HR as a bona fide occupational qualification. Any testing modification provided as a reasonable accommodation shall comply with applicable federal and state law and be coordinated through Human Resources.~~

- b. After consideration by the Human Resources ~~Department~~analyst of all the available information pertinent to the rating exam, applicants may be referred to the hiring manager. ~~grouped into different levels: not qualified (NQ), basically qualified (BQ) and highly qualified (HQ). NQ, BQ, and HQ ratings are not grievable or appealable.~~

BCC - HUMAN RESOURCES POLICIES AND PROCEDURES

- c. Upon consultation with a division, the Human Resources Department may prepare the rating exam allowing special consideration for training, certifications, educational accomplishments, etc.
- d. Open Continuous normally will not be rated for exceptional hire~~HQ~~. However, the Division Manager may establish KSA's with assistance from Human Resources to define exceptional hire~~HQ~~ candidates from the minimum~~Basically~~ Qualified referral list.

13.7 Notice of Examination Results

Rating and exam results may be obtained by contacting the Human Resources Department.

13.8 Veterans' Preference

In accordance with state and federal guidelines, preference is given to eligible veterans and eligible spouses of veterans as defined in Chapter 295, Florida Statutes. In order for applicants to claim veterans' preference, the documentation required by law shall be provided to the County at the time of application. Qualified applicants receiving Veterans' Preference will be indicated as having such preference on the referral list.

SECTION 14

JOB ANNOUNCEMENTS, REFERRAL LIST, INTERVIEW GUIDELINES AND
SELECTION

14.1 Employment and Staffing

In order to attract and retain the highest caliber workforce available, it is the policy of Escambia County to recruit and fill vacant positions based on merit. Normally, job vacancies will be announced for competitive applications internally within the Board of County Commissioners (BCC) prior to consideration of any outside candidates. The rating and ranking system for job applicants will be tied to bona fide occupational qualifications of the positions being filled. Job candidates will be ~~rated and ranked and appropriately~~ referred to the selecting official based on minimum qualifications of the positions. Selecting officials have the discretion to fill vacancies based on competitive or non-competitive procedures. Requests to fill all vacancies require submittal of an approved requisition in the Human Resources Information System (HRIS). ~~Automated Applicant Supply File (NeoGov)~~. Job Vacancy Announcements will be posted internally a minimum of five (5) working days.

- a. Internal Job Announcements (within the BCC) - Job postings will indicate employee eligibility and area of consideration. Areas of consideration will normally be in the Escambia County commuting area. Typically, these positions will be advertised for up to two (2) weeks and will be exclusive to BCC employees and outside applicants will not be accepted. Contract and Volunteers are considered to be outside applicants. Normally merit promotion announcements are opened at designated times to current Board of County Commissioners employees. The Human Resources Department may extend the area of consideration to other agencies and governmental entities. Employees currently serving their initial or promotional probationary period will not be considered. (Exception to the promotional probationary period is when the promotional opportunity is within the applicant's current ~~department~~division). If a broader applicant base is needed, an external job announcement may be utilized.
- b. External Job Announcements - Job postings which are open to all applicants and may follow an internal announcement. When approved by the HR Manager ~~Director~~, internal and external announcements may be posted simultaneously.
- c. Open/Continuous Job Announcements - These announcements are for positions that typically require frequent recruitment actions. These announcements are open to all applicants and are advertised on a continuous basis, ~~with no closing date~~. When recruitment needs change, as determined by the Human Resources Department, these announcements may be closed.
- d. Other External Job Announcements - Job announcements which are advertised externally for a period up to 30 days following an internal

BCC - HUMAN RESOURCES POLICIES AND PROCEDURES

recruitment which has not produced a selection. In some cases, the internal posting period may be waived by the County Administrator.

14.2 Competitive Procedures

This is the process by which applicants compete for positions based on merit. The Human Resources Department will help assure such positions are announced both internally and externally, as appropriate, ~~in order to communicate competitive job vacancies to potential candidates.~~

14.3 Non-competitive Procedures

While the substantial majority of job vacancies meet the criteria for posting, there are a few circumstances ~~which that~~ do not warrant advertisement of positions. The following is ~~a~~the listing of special staffing situations ~~which that~~, with the recommendation of the Division Manager (where appropriate) and concurrence of the Human Resources Director, may be exempted from the competitive job posting process. Examples are:

- ~~a.~~A Voluntary Transfers
- b. Management-Directed Reassignments
- c. Reorganizations
- d. Reductions in Force
- e. Reclassifications
- f. Non-competitive Internal

14.4 Referral Lists Established by Human Resources Department

Depending on requirements, several types of Referral Lists may be established by the Human Resources Department. Referred candidates receiving Veterans' Preference will be notated on applicable referral lists.

Re-employment referral lists are comprised of the names of eligible former employees who seek to be reappointed. Inclusions of names on re-employment referral lists are limited to persons who have achieved regular status and are on layoff status because of a reduction-in-force. Re-employment referral lists shall remain in force for a period of ~~one (1) year~~ six months from the effective date of layoff.

Open Continuous referral lists are maintained, as required, for defined classes of positions. Such referral lists shall contain the names of those persons who have successfully completed prescribed requirements, and who are considered ~~basically~~ minimally qualified for appointment in the class for which the examination was held. Only candidates on the referral list can be selected. Open continuous referral lists

are current at the close of the business date of receipt of approved requisition in Human Resources with all rated applicants. An Open Continuous referral list expires after ~~one hundred eighty (180) ninety (90)~~ days. ~~When all candidates have been rejected or there is a need for more highly qualified candidates, the division may request a supplemental list. Applicants are referred as needed or until vacancies are filled.~~

Job referral lists are established by Human Resources following the rating ~~and ranking~~ of the candidates who applied during the posting period. No person shall publish or make known the final ~~ranking~~ status of names on a referral list prior to the date of the referral list's official announcement. An open Job referral list expires after 180 days. The Division Manager may request a thirty (30) day extension of the referral list with approval of the Human Resources Director.

14.5 Termination of Open Continuous Referral Lists

In the event that ~~there have been~~ of significant changes in the minimum qualifications, the Human Resources Department will rescind the existing referral list, send out notifications and create a new announcement.

14.6 Use of Related Referral Lists

The Human Resources Department shall have the right to submit a referral list for which the minimum qualifications are comparable to or higher than those required for the class of positions of the new referral list.

14.7 Removal of Names

The Human Resources Department shall have the right to remove the names of eligible applicants from referral lists for reasons which include, but are not limited to, the following:

- ~~aa.~~ Any cause provided under "Disqualification of Applicants" under these Policies and Procedures;
- b. No call or no show to a division for an interview when properly notified;
- c. Failure to respond in a timely manner;
- d. Reached expiration date of application
- e. Failure to report for drug test within the 24-hour window allowed or as indicated-
~~when requested.~~

14.8 Interview Guidelines

The selecting official may review the applications and make a selection without interviewing any of the candidates with approval from the County Administrator or designee. If the selecting official elects to interview candidates, those with Veterans'

Preference must be interviewed. The selecting official may establish a rating and/or interview panel.

a Rating Panel

The rating panel may will review the candidates without the selecting official. Panels that make recommendations to the selecting official may require public notice under the Sunshine Law.

b. Interview Panel

- (1) The selecting official may establish an interview panel to assist him or her with the interview process.
- (2) The selecting official must actively participate with the Interview Panel in the evaluation process.
- (3) If the selecting official asks the Interview Panel to make a ranked or "best qualified" recommendation, public notice under the Sunshine Law may be required.

Additional interview Guidelines may be found in the Staffing Toolkit.

14.9 Selection from the Referral List

Selection of candidates will be processed in accordance to the following guidelines:

- a.A Selecting officials have the right to select any candidate from a referral list. They also have the right to non-select all of the candidates.
- b. Pre-selection of a candidate in a competitive job referral process is prohibited.
- c. ~~Selection of Basically Qualified (BQ) over Highly Qualified (HQ) Exceptional hire requests~~ will require specific justification tied directly to the bona fide occupational qualifications of the position and must be approved by the Human Resources Director.
- d. Non-selection from any referral list is not a grievable or appealable action.

14.10 Processing the Selection

- Aa The selected candidate is designated on the referral list to the Human Resources Department.
- b. Only the Human Resources Department is authorized to make a Conditional Job Offer to the candidate.
- c. The Human Resources Director shall have approval authority for starting

salaries falling within the first quartile of the appropriate salary range. The

County Administrator must approve salaries above the first quartile.

~~d. The Human Resources Department shall deliver a Conditional Job Offer to the selected candidate.~~

14.11 Expiring Requisitions

Typically, the requisition remains open until the position is filled. If a requisition is over 90 days and falls into a new fiscal year, the requisition will expire.