

IV-1 ANNOUNCEMENTS

A. PUBLIC ANNOUNCEMENTS

Public announcements shall be by public notice for a minimum of five (5) business days. Open-continuous announcements shall be open for a minimum of five (5) business days before certification may occur. Copies of public announcements shall be posted on the County's website and distributed to County departments, individuals and organizations as Human Resources deems appropriate.

B. INTERNAL ANNOUNCEMENTS

An internal announcement shall be open for a minimum of five (5) business days.

1. County-wide: Internal announcements open County-wide shall be posted on the County's website and reasonable efforts shall be made to communicate with County employees concerning promotional opportunities.
2. Intradepartmental: At the determination of the Sheriff, recruitment may be limited to employees of the Sheriff's Department.
3. All reasonable efforts shall be made to communicate with Sheriff's department employees concerning employment opportunities.

C. CONTENT OF ANNOUNCEMENTS

An announcement shall specify the official classification title, salary grade, classification code number, description of work to be performed or where this information may be obtained, the minimum qualifications and any special qualification, the final date for receipt of applications or statement of open-continuous recruitment, the nature of the examination process and how to apply.

IV-2 APPLICATION PROCESS

- A. All employment applications and required supplemental information shall be in electronic format compatible with and prescribed by the County's electronic applicant tracking system.
- B. Employment applications will only be accepted when a valid opening has been announced and during the opening period posted on the County's website. Acceptance of an application into the County's applicant tracking system shall not be construed as incurring an obligation.

IV-2 C. DISQUALIFICATION

Human Resources may refuse to examine an applicant, or, after the examination process, may disqualify a candidate or remove an eligible applicant's name from the recruitment process if it is found that the individual:

1. Does not meet the minimum qualifications established for the classification or position;
2. Is determined to be physically or mentally unable to effectively or safely perform the work of the classification applied for;
3. Is addicted to narcotics or other substances in a manner which would affect the ability to safely, effectively and dependably perform the duties of the classification applied for;
4. Has made a false statement of, or failed to disclose, a material fact in the application process;
5. Has used or attempted to use political pressure or bribery to secure an advantage in the examination or in the appointment to a position in County employment;
6. Has indirectly or directly obtained information to which the candidate is not entitled regarding any examination;
7. Has failed to submit the completed application correctly or within the prescribed time limits;
8. Has taken part in the compilation, administration, or correction of the examination in which he/she is competing;
9. Has previously been dismissed for a disciplinary reason from a position in County employment;
10. Has been convicted of a crime or has a record of convictions, the nature of which would affect the applicant's suitability for employment;
11. Has failed to appear for a scheduled examination or interview;
12. Has failed any phase of the examination process;
13. Has a record of unsatisfactory performance on previous jobs;

- IV-2 C. 14. Has been determined by Human Resources to be unsuitable for employment for any other job-related reason; or
15. Has otherwise violated the provisions of the Arizona Revised Statutes (ARS), these Rules, or Pima County Personnel Policies.

IV-3 CHARACTER OF EXAMINATIONS

- A. Examinations for entrance to the Sheriff's Department shall be conducted on an open competitive basis. Examinations shall be practical in nature, and shall be constructed to reveal the capacity of the applicant for the particular position for which the applicants are competing as well as their general background and related knowledge and shall be rated objectively. A practical written test shall be included, except when the Council determines that such a written test is impracticable.
- B. Examinations may include a competitive performance test, a rating of training and experience, an oral examination, and any other form of examination(s) approved by the Director of Human Resources or any combination thereof.
- C. Human Resources may assign definite weights to each part of the examination prior to its public announcement.

IV-4 CONDUCT OF EXAMINATIONS

Written tests shall be conducted simultaneously or continuously in as many places as are necessary and convenient. Human Resources shall arrange for such monitors and facilities as may be necessary.

IV-5 EXAMINATION SCORES AND PASSING POINTS

Based on appropriate and available statistical techniques and procedures, Human Resources shall:

- A. Approve the passing point for each test or section of the examination;
- B. Determine the method of combining the scores of such tests or sections; and,
- C. Establish final scores.

IV-6 RATING TRAINING AND EXPERIENCE

When training and experience form a part of the total examination, Human Resources shall determine a procedure for the evaluation of the training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality of experience and to the pertinency of the training. This procedure shall allow for the substitution of training for experience, and experience for training, within the limits stated in the classification plan.

IV-7 INVESTIGATIONS

Human Resources may investigate the applicant's training and experience to verify the statements contained in the application and to gather evidence regarding character and fitness. Should investigations produce information affecting the statement of the applicant's application or the rating of training and experience, Human Resources shall disqualify or re-rate the applicant's record accordingly. Human Resources shall promptly notify the applicant when such action is taken.

IV-8 ORAL EXAMINATIONS

When an oral examination forms a part of the total examination, the Sheriff or designee shall appoint such oral examination boards as are necessary. An oral examination board shall consist of at least three members who are qualified and technically familiar with the character of work in the position for which the applicant is being examined. No member of the oral examination board shall, at the time of service, be an Elected Official or be a candidate for any elective office.

IV-9 NOTICE OF EXAMINATION RESULTS

Each applicant who has successfully completed application and examination requirements shall be notified. An eligible applicant, upon request and presentation of proper identification, shall be entitled to information concerning his/her relative position among the identified/certified applicants. An applicant who fails any part of the examination or the total examination shall be notified of his/her failure.

IV-10 SPECIAL EXAMINATIONS

No applicant shall be given a special examination except to correct an error for which Pima County was responsible. A statement of the reasons for any such examination shall be filed with the applicant's examination records. Except in the case of a manifest error affecting the applicant, or in the case of placement of the disabled, no candidates shall be given a special examination in any manner not afforded all candidates for the same classification.

IV-11 MEDICAL AND BEHAVIORAL SCIENCE EVALUATIONS

After offer of employment, an employee must pass all required psychological and medical evaluations before initial appointment.

IV-12 EXAMINATION RECORDS

Human Resources shall be responsible for the maintenance of all records pertaining to applications and examination processes. Applications and other records shall be kept as long as may be required by law.

IV-13 PREFERENCE POINTS

Veteran's preference shall be granted in compliance with federal law and state statute. Disability preference shall be granted in accordance with state law. Native American preference shall be granted in compliance with the Board of Supervisors' Native American employment policy. Preference points will be awarded during the pre-certification process for applicants who have received a passing score on an employment application. Preference points allow eligible applicants additional opportunity to be interviewed or otherwise reviewed by the hiring department for an initial appointment and shall not ordinarily be used to displace otherwise qualified candidates.

No person eligible for preferences pursuant to this section shall be awarded more than fifteen (15) preference points.

- A. Veteran: Veterans meeting the statutory requirements shall be awarded five (5) preference points.
- B.
 - 1. Disabled Veterans: A total of ten (10) preference points shall be awarded to a disabled veteran with a service connected disability who meets the statutory requirements and submits the required documentation. Preference points awarded to disabled veterans shall not be combined with veteran or disabled applicant preference points.
 - 2. Disabled applicants: Five (5) preference points shall be awarded to disabled applicants if the applicant has substantiated the disability by completing a Pima County disclosure form and submitting it to the Human Resources Department in accordance with established procedures.
- C. Spouse or Surviving Spouse: The spouse or surviving spouse of a veteran who meets the statutory requirements shall be awarded five (5) preference points.

- IV-13 D. Native Americans: Five (5) preference points shall be awarded to Native Americans who meet the membership requirements of an established tribe and submit the required documentation to show they are recognized as members of that tribe. Native American preference points shall be awarded in addition to veteran's and/or disability preference points.
- E. Active Corrections Officers: Five (5) preference points shall be awarded to active Corrections Officers employed by the Pima County Sheriff's Department upon application for Deputy Sheriff.
- F. Active Corrections Officers: Five (5) additional preference points shall be awarded to active Corrections Officers employed for at least 36 continuous months by the Pima County Sheriff's Department upon application for Deputy Sheriff.

IV-14 INSPECTION OF EXAMINATION

- A. Examination answer sheets shall be open to inspection only as provided by these Rules.
- B. Request by a candidate to inspect his/her examination results must be made in writing to the Director of Human Resources within thirty (30) calendar days after date of the examination.
- C. A candidate may compare his/her answer sheets for any written test with the scoring key at such location and with such security procedures as may be designated by the Director of Human Resources for the purpose of determining whether the answers have been accurately scored. Such inspection shall be under supervision of a Human Resources Department staff member or authorized representative.
- D. Any candidate who reviews his/her answer sheets with a score key must wait ninety (90) calendar days from the date of review before retaking a written test where the same test materials are to be used.

IV-15 ADJUSTMENT OF ERRORS

Human Resources, after appropriate review, may adjust the status of an applicant, candidate, or eligible applicant in order to correct a manifest error. Such adjustment shall not, however, invalidate any certification or appointment action already taken.