



PIMA COUNTY

HUMAN RESOURCES

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EMPLOYMENT PREFERENCE POINTS

Effective August 27, 1977, Arizona Revised Statutes (A.R.S.) § 38-492 was amended and authorized preference points for four major categories of applicants for merit system employment:

- I. **VETERAN** (5 points): A veteran of the Armed Forces of the United States separated under honorable conditions following six months or more of active duty.
- II. **DISABLED VETERAN** (10 points): An honorably separated veteran who served on active duty in the Armed Forces at any time and who has a service-connected disability or is receiving compensation or disability retirement benefits under laws administered by the Veterans Administration, Army, Navy, Air Force, Coast Guard, or Public Health Service.
- III. **VETERAN'S SPOUSE or SURVIVING SPOUSE** (5 points): A spouse or surviving spouse of any of the following:
 - A. Any veteran who died of a service-connected injury.
 - B. Any member of the Armed Forces serving on active duty who, at the time of application, is listed by the Secretary of Defense of the United States in any of the following categories for not less than ninety days:
 1. Missing in action.
 2. Captured in the line of duty by a hostile force.
 3. Forcibly detained or interned in the line-of-duty by a foreign government or power.
 - C. A person who has a total, permanent disability resulting from a service-connected injury or any person who died while such disability was in existence.
- IV. **DISABLED PERSON** (5 points): Anyone who has a physical or mental impairment that substantially limits one or more major life activities or has a record of such impairment or is regarded as having such impairment.
 - A. "Qualified disabled person" means, with respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.
 - B. "Physical or mental impairment" means:
 1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body

systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine.

- .2. Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

- C. "Major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. This definition also includes the operation of a major bodily function, such as digestive, respiratory, etc.

The Pima County Board of Supervisors adopted a Native American Employment Policy (BOS Policy D21.4) that authorizes preference points for recognized members of Native American Tribal Nations as follows:

- V. **NATIVE AMERICAN** (5 points). Native Americans who meet the membership requirements of an established tribe and submit the required tribal membership documentation to show they are recognized as a member of such tribe.

HOW PREFERENCE POINTS WORK:

If you qualify in one or more of the five categories identified above, use the attached claim form to obtain the necessary certification. Only one claim form is necessary even if you apply for more than one position. Your claim form will be kept on file for **two years**. If you are uncertain as to whether you already have a claim form for preference points on file, please call our office at (520) 724-8028. Current Pima County Government employees are not eligible for preference points as preference points are awarded only for an initial hire appointment. A maximum of 15 preference points will be applied to your final score for any one recruitment process, but only if you first earn a passing grade without the preference points. All documents received for the purpose of employment preference points are retained separately from employment applications and will be held in strict confidence by the Human Resources Department.

CERTIFICATION:

1. Certification for category I (Veteran) can be submitted in the form of a DD-214 provided it indicates at least six months of active duty and an Honorable or Under Honorable Conditions discharge. Additional documents may be used to verify the claim if the DD-214 is incomplete. For example, a form DD-256 may be used to supplement a DD-214 that does not have a character of service indicated. Only one DD-214 needs to be submitted every two years.
2. Certification of category II (Disabled Veteran) may be obtained from the VA Regional Office at 3333 North Central Avenue, Phoenix (Phone: 800-827-1000). If you are outside Arizona, contact your Regional Veterans Administration Office. The VA Claim number must be furnished by you. **Verification letters** from the Veterans Administration cannot be over two years old at the time of submission.

3. Certification of category III (Veteran's Spouse) may be obtained from the VA Regional Office at 3333 North Central Avenue, Phoenix (Phone 800-827-1000). If you are outside Arizona, contact your Regional Veterans Administration Office. The VA Claim number must be furnished by you. **Verification letters** from the Veterans Administration cannot be over two years old at the time of submission.
4. Certification of category IV (Disabled Person) will be obtained by the medical authority you indicate on the claim form. A complete name and mailing address of your medical authority is required. Please have the medical authority sign, date and indicate whether or not they concur with your claim.
5. Certification of category V (Native American) may be obtained from the tribal headquarters in the form of a copy of the applicant's tribal identification card to show they are recognized as a member of that tribe.