

Section 4: Applications and Screening

Recruitment/Announcements

Section 4.01

An active recruitment program will be conducted to meet current and projected workforce needs as an Equal Opportunity Employer.

- A. Recruiting efforts will be determined and coordinated by the Human Resources Chief with the cooperation of other Departments of the Agency.
- B. Depending on the needs of the Agency, recruitment will be distributed through appropriate media for a sufficient period of time to assure open opportunity for members of the public to be considered for Agency employment.
- C. Announcements of vacancies shall be publicly posted and publicized. Recruitment efforts shall include traditional methods as well as distribution of vacancy announcements to organizations, community colleges, job centers, early learning centers, interested individuals, appropriate specialized groups, community based and minority organizations.
- D. Information on position vacancies shall be issued by methods which will best assure it is reaching qualified prospective applicants.
- E. Vacancies may be filled by transfer, promotion, demotion, reemployment, reinstatements or from a certified eligible list.
- F. Vacancies for regular positions and temporary assignments shall be posted for a minimum period of five (5) business days.
- G. The Policy Council/Parent Advisory Committee shall be made aware of a Head Start/Early Head Start vacancy by the Children and Family Services Deputy Director, or her/his designee, and members of the Policy Council/Parent Advisory Committee will be encouraged to refer qualified persons, including parents of Head Start children, to apply.

Qualifications/Screening

Section 4.02

Applicants for appointment, promotion or transfer to positions shall possess the qualifications and other requirements for the class as stated in the job announcement.

- A. The Human Resources Chief or designee, along with a screening panel when applicable, will use one or more of the following techniques to determine whether applicants possess the knowledge, skill and ability requirements listed on the job announcement:
 - 1. Information the applicant provides on the application form.
 - 2. Physical, performance tests or other examinations, or any combination of these.
 - 3. Individual or group interviews.
 - 4. Information and evaluation supplied by references and previous employers.
 - 5. Other job-related screening techniques as may be necessary.
- B. It is the applicant's responsibility to ensure that her/his application is completed properly and received within the filing period, as specified in the job announcement.
- C. Online employment applications must be received no later than 5:00 p.m. on the final filing date. Applications received after that time will be rejected.
- D. Applicants must meet the minimum qualification requirements by 5:00 p.m. on the final filing date, unless specifically excepted in the published announcement.
- E. The Executive Director or designee may disqualify an applicant, or remove a name from the eligible list, or refuse to refer any person on an eligible list for employment for any of the following reasons:
 - 1. Failure to meet the requirements or qualifications established for the examination.
 - 2. Inability to perform the duties of the class (consistent with the Americans with Disabilities Act).
 - 3. Use of narcotics or intoxicating liquors to such an extent as to have a clearly adverse effect on the candidate's ability to perform the duties and responsibilities of the position.
 - 4. Conviction of a felony or misdemeanor which was of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the class.
 - 5. False statement of material fact or actual or attempted deceptions, fraud or misconduct in connection with an application or examination.

6. A history of dismissal from public or private employment for any of the causes as set forth in the disciplinary section herein or resignation to avoid such dismissal.
- F. Whenever an application is rejected, written notice shall be given to the applicant.
- G. Specific qualifications include:
1. Where the position requires the driving of an automobile, the employee must have a valid California Driver's License or the ability to obtain a California Driver License and a driving record which meets the Agency underwriting standards as implemented in the Vehicle Policy.
 2. Minimum age of eighteen (18) years, unless otherwise provided by law.
 3. Proof of Citizenship or appropriate Federal/State documentation, which indicates the candidate is able to work in the U.S.
 4. Ability to perform the essential functions of the job, with or without reasonable accommodation.
- General qualifications are a part of the employment standards of each class and need not be specifically set forth herein.
- H. A medical examination by a licensed physician may be required before appointment. Failure to achieve the minimum standard so established will result in disqualification for appointment.
- I. Screening of the applications for a Head Start position will be the responsibility of an application screening panel which may include one Head Start parent with remaining members selected by the Human Resources Chief or designee.
- J. Criminal Records Check: Prior to being hired, each applicant for designated Head Start positions must submit a complete set of fingerprints to enable the Agency to conduct a criminal record check. If it is not feasible to obtain a criminal record check prior to hiring, no employee may be considered regular until the record check has been completed.
- K. The Human Resources Chief or designee must consult with the Head Start Screening Panel prior to exercising his/her authority as specified in section 4.02 (A) of these Policies and Procedures, for positions within the Head Start program.
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Examinations

Section 4.03

- A. Except as otherwise precluded herein, the Human Resources Chief or designee shall determine the appropriate methods of recruitment and examination. Eligible lists shall be established as a result of open and internal examinations.

1. Open Examination:

Open examinations shall be open to any candidate who meets the minimum qualification requirements.

2. Internal Examination

Internal Examinations are limited only to employees who meet the minimum qualification requirements and hold regular status within the Agency.

3. Continuous Filing:

- a. Continuous filing for open examinations for a given class may be announced by publishing a single announcement bulletin.
- b. A single eligible list of names shall be maintained and names of qualifying candidates shall be ranked on that list in the order of their final grades in the examination.
- c. Names of qualified candidates shall remain on the list for one full year from the date they were placed on the list unless extended or removed in accordance with these Policies and Procedures.

- B. Job announcements for regular vacant positions are posted for a minimum of five (5) business days prior to the last date for filing applications. Announcements must include:

1. Class title
2. Compensation
3. A description of the duties and responsibilities of the class
4. Minimum qualifications and any additional qualifications
5. Location of online application
6. Filing period
7. A general description of conditions, including methodology and relative weights assigned to steps of the examination.

- C. Examinations may include any one or a combination of the following methods of testing: written, oral, or any other forms designed to test the qualifications of applicants.
 - 1. Written or Computer: may be used to measure knowledge, abilities, or aptitudes, insofar as such traits are related to ability to perform the work in a class.
 - 2. Oral: may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of the position or class.
- D. In any examination, names may be placed on an eligible list in accordance with a predetermined formula for rating education and experience. Such ratings may constitute the total score in the examination.
- E. The Human Resources Chief or designee shall schedule examinations as the current and anticipated needs of the Agency require.
- F. Scheduled examinations may be postponed or canceled or the final filing date for receiving applications may be extended by the Executive Director or Appointing Authority by notifying all persons who have filed applications and by posting a notice on the bulletin board.
- G. Employees shall be released from duty without loss of compensation while competing in Agency examinations that are scheduled during duty hours. Employees shall not be eligible to receive overtime or additional work hours for time spent competing in the examination process.

Appeals of Disqualification

Section 4.04

- A. A candidate may appeal disqualification in any phase of the examination or selection process, within ten (10) calendar days after the date of disqualification or within 10 calendar days after the notice of examination results have been emailed, whichever is earlier, through written correspondence through the Human Resources Chief or to the Executive Director for the following reasons:
 - 1. Agency's erroneous interpretation or application of the qualification standards prescribed for the class.
 - 2. Improper procedure by the Agency in the administration of the test which would materially affect the outcome.
 - 3. Discrimination by the Agency based on race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity.
- B. An appeal must be filed, in writing, within ten (10) calendar days after notice of examination results have been emailed.
- C. The written appeal must contain all the facts upon which the appeal is made.
- D. The Human Resources Chief or designee, shall investigate the appeal, and shall provide a written response to the disqualified candidate in a timely manner, advising him/her of the findings of the investigation, and what, if any, remedy shall be provided.
- E. If the disqualification is reversed on appeal, the Agency shall either:
 - 1. screen the applicant into the examination process; or
 - 2. rank the candidate at the place on the eligible list where the candidate would have ranked had there been no disqualification. However, certifications or appointments made from the eligible list prior to the reversal shall be lawful.

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval.
- F. Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.

Hiring Interviews

Section 4.06

- A. Candidates on a certified eligible list, or qualified employees who have requested a lateral transfer, shall be interviewed and considered prior to any appointment made by the Agency.
- B. The Head Start Interviewing Panel may include at least one parent from the Policy Council/Parent Advisory Committee to the best extent possible.
- C. The Children and Family Services Deputy Director or designee shall appoint the remaining members of the Head Start Interviewing Panel which may include, but not be limited to community members of the Policy Council or other Agency staff.
- D. Candidates who fail to call or show up for a scheduled interview shall not be considered for the vacancy.
- E. At the discretion of the Appointing Authority or designee, hiring interviews may not be necessary when all candidates on the eligible list or those requesting a lateral transfer will be hired.
- F. In interviewing candidates, the Interviewing Panel shall evaluate experience, training and education, and other factors related to the knowledge and ability required to perform the work of the position or class.

Removal of Names from Eligible Lists

Section 4.07

- A. Names of eligible persons may be withheld from certification from an eligible list by the Executive Director or designee, for the following reasons:
1. False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with the application or examination.
 2. Failure to accept appointment when certified from a re-employment list.
 3. Failure to accept appointment when certified from an eligible list.
 4. Inability to contact the eligible candidate via email or phone, and/or failure to respond to email or phone communication within five (5) business days.
 5. Declining an interview three (3) times.
 6. Conviction of a felony or misdemeanor which impacts the candidate's ability to perform the duties and responsibilities of the job. Considerations will include:
 - a. The nature and seriousness of the conviction and its relationship to the job classification
 - b. The length of time since the conviction, whether or not it was an isolated or repeated incident
 - c. Circumstances surrounding the crime
 - d. The candidate's age at the time of the crime
 - e. Evidence of rehabilitation
 - f. The candidate's record since the crime
 7. Upon written request of an eligible person that his/her name be removed or placed in inactive status on the list.
 8. Failure to obtain, possess or keep in effect any license, certificate or other similar requirement specified in the class specification.
 9. If the employee cannot meet the medical requirements of the position, or perform the essential duties of the position with or without reasonable accommodation, the conditional employment offer shall be withdrawn.

- B. An eligible person shall be notified in writing of the decision to remove his/her name from an eligible list. The eligible person has the right to appeal being removed from an eligible list to the Executive Director within ten (10) calendar days from notification of such removal. The Executive Director shall review the documents and shall issue a written decision. The decision shall be final.
- C. An eligible list will expire after one year or when exhausted. The Human Resources Chief will approve exhaustion of the list. A list may be exhausted when:
 - 1. All candidates have been interviewed two (2) or more times but have not been hired;
 - 2. The remaining candidates have declined the position;
 - 3. The remaining candidates failed to respond to a notice and/or report for the interview;
 - 4. There are less than three (3) names remaining on an eligible list.