

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE III**

Title: **RECRUITMENT, APPLICATIONS, EXAMINATIONS AND CERTIFICATIONS**

I. PURPOSE AND SCOPE

To implement the Recruitment, Applications and Examinations Policy.

II. DEFINITIONS AND REFERENCES

- A. Merit System Policy III, Recruitment, Applications, Examinations
- B. Florida Statute 119, Public Records
- C. Administrative Order 26, Background Checks

III. ANNOUNCEMENT OF JOB OPPORTUNITIES

- A. All announcements shall specify the County is an equal opportunity employer.
- B. Notices of promotional opportunities shall be circulated where they may be seen by all employees eligible and interested in promotion.
- C. Nothing in this section shall prohibit the establishment of continuous recruitment and examination procedures for classes of recurring demand.

IV. CORRECTION OF EXAMINATION EVALUATIONS

- A. Individuals may appeal to the Office of Human Resources Director for a review and change in evaluation upon presentation of proof their application, and supporting documents, have been evaluated incorrectly.
- B. Any such correction shall not invalidate any appointments previously made, or list of applicants already issued.

V. CONFIDENTIALITY OF EXAMINATION MATERIAL

All examination and test material shall be regarded as privileged and confidential in accordance with Florida Statute 119.

VI. LISTS OF APPLICANTS

- A. The Office of Human Resources Director shall establish such lists for open positions as may be necessary to meet the needs of the Career Service. Depending upon the request of the Department Director, these lists will be either:

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1. a list of those eligible applicants who have been determined to be qualified for the open position by the examination or review process and found to possess the minimum required knowledge, skills and abilities defined for the job, or
 2. a list of applicants that have not been reviewed or examined for the minimum requirements of the job, but is provided to the department for their review and screening.
- B.** Where an appointing authority announces an additional vacancy in a classification which has, similar minimum qualifications, the Office of Human Resources may, at the appointing authority's request issue a list of applicants from the prior announcement, where such list is issued within ninety (90) days of the issuance of the original list of applicants.

Where a vacancy occurs because an employee separates from County Service within ninety (90) days of his or her hire date, the Office of Human Resources may, at the appointing authority's request, issue a list of applicants from the original announcement.

- C.** Any permanent employee of the Career Service who has resigned in good standing may within a period of one (1) year request their name be placed on a list of applicants for the same class of position held at the time of separation.

VII. APPLICANT BACKGROUND CHECKS

It is the responsibility of the appointing authority to conduct appropriate background checks of all applicants under final consideration for temporary or permanent positions using the guidelines of Administrative Order 26. Scope of job duties and job requirements shall be recognized and considered by the appointing authority in formulating the scope of each background investigation. Verification items to be considered include:

- A.** Employment history, wherein prior employment experience establishes the applicant's minimum qualifications for the position sought,
- B.** Validation of degree, licenses and certifications relating to the position sought,
- C.** Reference checks.

Upon a candidate being selected for final consideration, the appointing authority will provide to the Office of Human Resources a completed checklist of background checks conducted before an offer of employment is made.

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VIII. REMOVAL OF CANDIDATES FROM CONSIDERATION

A candidate may be deemed ineligible for further consideration for any of the following causes:

- A. Appointment to fill a position in the Career Service.
- B. Refusal of an offer of appointment under conditions previously indicated as being acceptable by the eligible.
- C. Failure to report to work after accepting appointment.
- D. Inability to contact eligible at last known address or telephone number.
- E. Discovery that the candidate lacks any of the announced minimum qualifications for the job classification.
- F. Upon receipt of a request from the applicant.
- G. Discovery that the eligible has willfully provided erroneous information, withheld information, evaded questions or otherwise misrepresented his qualifications in order to qualify for appointment and/or promotion.
- H. Failure of a drug or alcohol test or refusal to submit to a drug or alcohol test shall disqualify the applicant from consideration for any position for a one (1) year period.

IX. LAY-OFF CANDIDATES

- A. Upon receipt of a valid job requisition and prior to issuing a List of Applicants, the Office of Human Resources Director, or designee, shall refer to the appointing authority for priority consideration the names of former Career Service employees who have been laid off and are eligible and available for reemployment. Such former employees shall be referred to any position for which they are qualified and willing to accept.
- B. In addition to layoff candidates, the Office of Human Resources Director may issue a list of applicants including internal candidates or outside applicants.

X. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09