

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

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| Topic: DOCUMENTATION REQUIRED OF APPLICANT'S QUALIFICATIONS Section: RECRUITMENT AND EXAMINATIONS Number: IV.13 | Date Issued: December 22, 1993 Date Revised: May 12, 2017 |
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PURPOSE:

To obtain the information necessary to determine if an applicant qualifies for a civil service examination or position in the County of Santa Cruz.

LEGAL BASIS:

Civil Service Rules Section IV. Standards and Qualifications for Employment
Civil Service Rules Section V. Examinations
Civil Service Rules Section VI. Appointment and Probation

CROSS REFERENCE:

PAM Section III. Classification
PAM Section IV. Recruitment and Examination--Background Investigations
PAM Section VI. Post Job Offer Physical Screening & Examination

POLICY:

- I. Individuals applying for positions classified within the County of Santa Cruz civil service system must meet the standards and qualifications determined necessary by the Personnel Department for those positions.
- II. Standards and qualifications for positions, as specified in Civil Service Rule Section IV, are determined through the classification and medical screening/examination policies and procedures noted in Sections III and IV of the Personnel Administrative Manual.
- III. All documentation required will be clearly specified in class specifications and recruitment bulletins.

- IV. Applicants shall submit applications on forms prescribed by the Personnel Department. Most commonly, this will consist of a standard County of Santa Cruz application, and, occasionally, a supplemental application. In some unique cases, resumes may be specified on the bulletin as a method of indicating interest in a recruitment; however, resumes may not be substituted for applications in the final processing of applicants.
- V. Applicant documentation requirements may vary within classifications, as noted on class specifications and recruitment bulletins (e.g., a class specification may state a driver's license is required for "some positions," and a particular recruitment may require the driver's license for an applicant to qualify for a particular examination.)
- VI. The County may require official documentation for some recruitments (e.g., licenses, certificates, proof of coursework). Failure to provide this information in the time specified may result in an applicant's disqualification from the examination.

PROCEDURE:

- I. Personnel determines what application materials, documentation, and timelines are required for a particular recruitment, and specifies this on the recruitment bulletin.
- II. Applicants submit application materials which are processed as follows:
 - A. Applicants whose applications are "accepted" are entered into the examination process.
 - B. Applicants whose applications are "incomplete" or "not accepted" are notified of their status and invited to submit further information within specified timelines.
- III. Applicants who have passed an examination administered by Personnel will also be required to successfully complete post-job offer/pre-employment medical screening or physical examination. Medical screening/examination requirements vary by position. Failure to complete the required screening/examination may result in the individual's not being considered for a position, or in their being removed from an eligible list. For the latter, applicants will be advised of their appeal rights.