



PERSONNEL RULES

APPOINTMENTS & STAFFING SCREENING PROCESS §2105

Overview: Tehama County is committed to ensuring the methods and techniques used in our hiring practices result in the appointment of the most qualified applicants. The intent of this rule is to provide effective tools for screening and evaluating all potential job candidates.

Applicable to: All employees

Definitions: Application Screening Matrix - A numeric rating system used for comparing candidates' qualifications with both the essential functions of the job
Screening Checklist - A simple delineation of required or preferred criteria listed in the classification specification or on the job announcement
Subject Matter Expert (SME) - A person who has expertise or knowledge in a particular career field, job, or topic

Guidelines: The importance of identifying intelligent, motivated, and dedicated employees and placing those employees in critical positions within Tehama County cannot be overemphasized. Tehama County must ensure the selection process is nondiscriminatory, reliable, valid, legal, and cost-effective.

A comprehensive screening process not only assists with ensuring Tehama County maintains an exceptional level of employees in our work force, but also contributes to minimizing challenges which may arise from ineffective hiring practices. Because each hiring decision can have long term ramifications, fair, honest, and consistent applicant screening practices are essential to preserving the integrity of our organization and may contribute to reducing agency liability.

Applications and accompanying materials may contain sensitive information, such as the applicant's home address and driver's license number. This information must be kept confidential and shall not be shared outside those directly involved in the screening process.

Application materials must be screened by at least two reviewers. Screening of applications may be done by the Department Head, supervisor, manager, personnel staff, or a subject matter expert. Sufficient time should be spent to ensure a fair and thorough review of all applications, including all attached materials.

The following information has been identified as effective strategies and tactics for screening applications. Department heads or designees may utilize their own methods and techniques for screening applications, as long as they align with the basic fundamentals of this rule, unless otherwise identified below.

Social Services and Child Support Service Employees

The screening process for **Social Services and Child Support Service Employees** (Merit System Services (MSS)) applicants will be conducted in a manner which recognizes only a candidate's knowledge, skills, and abilities to perform the work prescribed in the classification specification. All candidates who meet the minimum

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requirements as outlined in the classification specification will be invited to participate in the examination process to establish their merit and eligibility for hire. Subjective screening criteria, such as neatness, grammar, or spelling errors, shall not be used in either the pre-screening or secondary screening process.

MSS applicants may appeal decisions made during the selection process, in accordance with Cal. Code Regs. Title 2, §17036. Specifically, the grounds on which applicants can appeal actions and decisions made during the selection process are:

- Irregularity, discrimination, bias, or fraud in one or more examination steps
- Improper acts or circumstances leading to erroneous interpretation and application of skills, knowledge, and abilities considered essential for the job

Appeals must be filed with the applicable Department within 30 calendar days of the date on which the appellant receives notice of the decision that he or she is appealing. Information on how to file a selection process appeal and who will review the appeal and make the final decision can be found in the applicable Department selection process appeal policy.

EEO Policy Statement

Tehama County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic, protected by federal, state, or local laws.

Pre-screening Applications

The first step in the screening process is to review applications and confirm the candidates have met the minimum qualifications, or other pre-determined criteria for appointment. A screening checklist may be utilized to help the reviewer verify the qualifications for employment.

Those applicants who do not meet the minimum qualifications, or other preferred criteria, should be removed from consideration. Only well-qualified candidates will be forwarded to the next phase in the selection process.

Meeting the minimum qualifications does not guarantee a candidate will advance to the next step in the selection process. Other considerations may be made when evaluating applications, such as neatness, expired certifications or licensures, important areas left blank, grammar or spelling errors.

Application Screening

Applicants who have moved through the first tier in the screening process will receive a more thorough evaluation for completeness, education, training, and experience. All considerations and judgments will be based on the requirements outlined in the classification specification. An application screening matrix may be used for this portion of the application screening.

Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). Applications for MSS recruitments will be screened according to the MSS screening process. After the recruitment closing date, representatives of the hiring department and / or Personnel Office will screen applications to set criteria. Applicants that do not meet

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the minimum requirements will be notified they have not been selected for an interview.

Examinations

Those applicants who pass the second phase of application screening may be asked to undergo an examination process to further assess their qualifications for the position. This process may include written and/or oral examinations. Examinations will serve as a valid measurement of an individual's knowledge and understanding of factors associated with successful job performance. The County will determine the passing score for each examination.

All MSS applicants who meet the minimum requirements as outlined in the classification specification will be invited to participate in the examination process to establish their merit and eligibility for hire. The examination process can include a variety of testing instruments, including written exams, education and experience (E & E), training and experience (T & E), and / or structured oral exams. Testing instruments will examine candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Written examinations will be weighted 100% of the final score.

A final passing score must be attained to be placed on the eligibility list. In addition to evaluating applicants' knowledge, skills, and abilities, as demonstrated by quality and breadth of education and / or experience, emphasis in each exam component will be measuring competitively relative job demands and each applicant's ability.

Veteran's Preference Points

After the examination process is complete, Veterans' Preference points may be added to those who are eligible and have provided proper documentation in accordance with TCPR §2107: Veterans' Preference.

Recommendation to Interview Chairman

Upon completion of the screening and examination processes, the candidate ratings will be provided to the interview chairman or designee.

Any candidate who is eliminated during any part of the screening process shall be notified by mail, regular or electronic, by the hiring department.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head All applications and screening materials should be retained in a recruitment file for a period not to exceed two years, reference TCPR §1201: Record Retention Policy for Human Resources Division.

Personnel Office The Personnel Office is able to assist at any stage of the screening process. Example materials may be made available upon request.

Required Forms: None

References: TCPR §1201: Record Retention Policy for Human Resources Division; TCPR §2102: Non-Discrimination in Hiring; TCPR §2103: Recruitment; TCPR §2106: Interview Process; TCPR §2110: Pre-Employment Background Investigations; TCPR §2111: Eligibility and Employment Lists; Americans with Disabilities Act www.ada.gov;

Department of Fair Employment and Housing www.dfeh.ca.gov; U.S. Equal Employment Opportunity Commission www.eeoc.gov, Tehama County Charter and Code §3.12.80 Eligibility List

Effective Date: April 16, 2019
Revised Date: March 19, 2024

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.

