

RULE 15 – Announcements, Applications and Examinations

Individuals with disabilities may request reasonable accommodation in the application or testing process through the Personnel Department.

15.1 Announcements

- A. Open Announcements. Open announcements shall be by public notice for no less than five (5) working days or on an open-continuous basis. Every reasonable effort shall be made to attract qualified persons to compete in the examination for appointments.
- B. Promotional Announcements
 - 1. County-wide Promotions: Reasonable efforts shall be made to communicate with County employees concerning promotional opportunities.
 - 2. Intra-departmental Promotions: At the determination of the Appointing Authority, recruitment may be limited to employees of only the Department having the vacancy.
 - 3. Promotional announcements shall be open for no less than five (5) calendar days.
- C. Content of Announcements
 - 1. An announcement shall specify the official classification title, salary range, description of work to be performed or where this information may be obtained, the minimum qualifications and any special qualifications, the final date for receipt of applications or statement of open-continuous recruitment, and how to apply.

15.2 Applications

- A. Official Forms. All applications shall be on forms provided by the Personnel Department.
- B. Filing Applications
 - 1. Applications for other than open-continuous recruitment classifications must be completed and received in the Gila County Personnel Department as designated in the announcement before 5:00 p.m. on the final filing date specified, or postmarked by midnight of the specified date. Applications for open-continuous recruitment classifications may be filed at any time.
 - 2. Applicants shall submit such documents or supplemental information as required by the Director in order to verify and accurately evaluate the Applicant's qualifications and background.
 - 3. Issuance of an application form shall not be construed as incurring an obligation. In no case shall acceptance of an application constitute assurance of meeting the minimum qualifications.

- C. Qualifications. Examinations shall be open to all persons who meet the qualifications and standards provided in the Examination Announcements and provisions of Rule 13.2.C and D. Additional qualifications shall be added to the announcement if such qualifications are required under applicable Arizona Revised Statutes, regulations or retirement or employee benefit systems.
- D. Disqualification of Applicants. The Director may refuse to examine an Applicant, or after the examination process, may disqualify a Candidate if it is found that the individual:
1. Does not meet the minimum qualifications established for the classification or position;
 2. Is determined to be physically or mentally unable to effectively or safely perform the essential functions of the classification applied for, with or without reasonable accommodation;
 3. Is addicted to the use of controlled substances or other substances in a manner which would affect the ability to safely, effectively and dependably perform the duties of the classification applied for;
 4. Has made a false statement of material fact in the application process;
 5. Has used, or attempted to use, political pressure or bribery to secure an advantage in the examination process or in the appointment to a position in County employment;
 6. Has directly or indirectly obtained information regarding any examination to which the Candidate is not entitled;
 7. Has failed to submit the completed application correctly or within the prescribed time limits;
 8. Has taken part in the compilation, administration or any part of the examination process in which he/she is competing;
 9. Has previously been dismissed for a disciplinary reason from a position in County employment;
 10. Has been convicted of a crime or has a record of convictions, the nature of which would affect the Applicant's suitability for employment;
 11. Has failed to appear for a scheduled examination or interview;
 12. Has failed any phase of the examination process;
 13. Has a record of unsatisfactory performance on previous jobs;
 14. Has been determined by the Director to be unsuitable for employment for any other job-related reason.

15.3 Nature of Examination

- A. Applicants may be examined to determine if they possess the minimum qualifications and skills as required in the Announcement. In no case shall selection of an Applicant as a Candidate or admittance to the examination process constitute assurance of a passing rating on any aspect of the examination process.

- B. Content and Nature of Examinations
 - 1. Examinations used in the process shall be job-related.
 - 2. In compliance with laws and regulations governing sound examination procedure, examinations shall be designed to evaluate the minimum qualifications for a classification and/or to determine relative suitability among those qualified.
 - 3. All examinations, evaluations, rating, and other selection devices or items shall be rated impartially.
 - 4. The method of examination may be any one of the following:
 - a. Written;
 - b. Oral;
 - c. Demonstration of performance;
 - d. Evaluation of experience, educational background, and skills;
 - e. Any other method of examination as deemed appropriate by the Director and consistent with Merit System Rules and Policies.
- C. Conduct of Examinations
 - 1. Examinations shall be conducted in such locations in the County as necessary and required by law.
 - 2. The Director may designate proctors or examiners as deemed appropriate.
 - 3. The Director may limit admittance to an examination or any portion thereof to those persons who possess the minimum qualifications and skills as required in the Announcement.
 - 4. When an oral board examination is used as part or all of the examination process, it is recommended that the panel be comprised of three (3) or more individuals. If the position available requires certification by a state regulatory agency, then the Director may require all members of the panel to have such certification.
 - 5. This rule shall also apply to promotional examinations.

15.4 Evaluation Results and Rating Examinations

- A. Scores may be based upon a single examination or a composite of scored examinations.
- B. The Director, with approval of the Appointing Authority, shall determine the minimum rating which must be attained by a Candidate in order to compete in the next phase of the examination process.

15.5 Background Checks. The Director may check references and investigate the Applicant's education and work history. Gila County reserves the right to deny employment to an applicant as the result of the background check.

15.6 Retaking Examinations and Test Security

- A. The Director shall establish procedures and standards relating to the retaking of examinations.
- B. Upon request of the Candidate or the requesting Department, rating of training and experience may be re-evaluated and adjusted by the Director.
- C. A written test shall not be retaken by a Candidate for a period of at least ninety (90) calendar days from the date of the last examination. In each case of repeated test, the most recent score achieved shall be used to determine the eligibility of the Candidate.
- D. The Director shall establish procedures and take such precautions as necessary to safeguard the security and confidentiality of examination materials.

15.7 Inspection of Written Tests

- A. Examination answer sheets shall be open to inspection only as provided by these Rules.
- B. Request by a Candidate to inspect his/her examination results must be made in writing to the Director within thirty (30) calendar days after the date of the examination.
- C. A Candidate may compare his/her answer sheets for any written test with the scoring key at such location and with such security procedures as may be designated by the Director for the purpose of determining whether the answers have been accurately scored. Such inspection shall be under supervision of a staff member or authorized representative.
- D. Any candidate who reviews his/her answer sheets with a score key must wait ninety (90) days from the date of review before retaking a written test where the same test materials are to be used.

15.8 Special Examinations. Except in the case of manifest error affecting the Applicant, or in the case of placement of the handicapped, no Candidate shall be given a special examination in any manner not afforded all Candidates for the same classification.

15.9 Manifest Error. Should manifest error be established, the Director may adjust the status of an Applicant, Candidate, or Eligible in order to correct a manifest error. Such adjustment shall not, however, invalidate any certification or appointment action already taken.