

- 31 2. RESIDENCE – The Personnel Director with the approval of the Commission shall
32 determine those examinations if any in which County residents shall be given
33 preference.
- 34 3. AGE
- 35 a. The Personnel Director may establish any reasonable minimum age limit as a
36 requirement for examinations consistent with County, State and Federal
37 legislation on age requirements. These age limits shall be published in the JOA.
- 38 b. When age limits are specified in the JOA, applications of persons who are
39 outside the stated limits on the last date for filing applications will not be
40 accepted.
- 41 c. An applicant whose age does not conform to the requirements established for
42 appointment to service in that job class may not be placed on an eligible list.
- 43 4. SEX – The Personnel Director may limit applicants for an examination to either sex if
44 the Appointing Authority can substantiate in writing that a particular gender is a bona
45 fide occupational qualification (BFOQ). The BFOQ based on sex must be specified
46 in the JOA.
- 47 5. PHYSICAL STANDARDS
- 48 a. An applicant for an examination or a person eligible for appointment may be
49 required to furnish a medical certificate by a licensed physician designated by the
50 Personnel Director. The certificate shall show that the applicant is physically
51 competent to perform the duties of the position for which the applicant seeks
52 appointment. Employment may be contingent upon successful completion of a
53 physical examination.
- 54 b. An applicant who fails to meet the physical standards established for a particular
55 position, shall not be accepted for examination, or if accepted conditionally
56 pending the completion of the physical examination, shall not be placed on the
57 eligible list until physical standards are met or it is determined that reasonable
58 accommodations can be made.
- 59 6. KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
- 60 a. The Personnel Director, after consultation with appropriate Appointing
61 Authorities, shall establish such qualifications as to knowledge, skills, abilities

- 62 and personal characteristics deemed necessary for appointment to a particular
63 position.
- 64 b. The Division of Personnel may reject the application of any person who does not
65 meet the necessary qualifications as specified in the JOA.
- 66 c. An applicant who does not meet the necessary qualifications but who will meet
67 them upon completion of further educational work which the applicant has
68 scheduled during the three months immediately following the closing date for
69 applications may be permitted to participate in the examination, but the applicant
70 cannot be considered eligible for appointment until the Division of Personnel has
71 been furnished with proof of the successful completion of the required academic
72 work.
- 73 d. In examinations for scientific, technical, professional, or other specialized
74 positions, the Division of Personnel may require proof of the possession of
75 certificates of competency, or such licenses as may be required by law for the
76 practice of the profession, art or trade involved, and may reject applicants who
77 fail to furnish such proof or who do not produce valid certificates or licenses.
- 78 e. For positions requiring certificates or licenses an applicant must show eligibility
79 for such certificate or license at the time of taking the examination and must
80 possess the required certificate or license before certification and appointment
81 unless the Personnel Director shall authorize in a uniform manner an extended
82 period of time in which to meet this requirement.

83 7. INVESTIGATION OF APPLICANTS

- 84 a. Before or after examination or appointment the Division of Personnel may inquire
85 into an applicant's record and background. The inquiry may include, but shall not
86 be limited to, conviction records, driving records, education and employment
87 verification and pre-employment drug testing.
- 88 b. The Personnel Director may disqualify any person from examination whose
89 record or background reveals a disqualifying factor as set forth in Section C. of
90 this rule. The Personnel Director may use a disqualifying factor to remove a
91 person from the eligible list.

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- 92 SECTION C. DISQUALIFICATION OF APPLICANTS AND ELIGIBLES
- 93 1. REASONS FOR DISQUALIFICATION – The Personnel Director may refuse to
94 examine, or, certify after examination, or may remove from the eligible list any
95 person who:
- 96 a. fails to meet the requirements for examination specified in the JOA;
 - 97 b. fails to submit the application correctly or within the prescribed time limits
98 specified in the JOA;
 - 99 c. makes a false statement as to any material fact or has practiced or attempted to
100 practice deception or fraud in an employment document;
 - 101 d. has attempted to use prior to, during, or subsequent to the examination,
102 deception, fraud, or influence of any kind for the purpose of obtaining a better
103 grade on the examination or certification for appointment to any position;
 - 104 e. has directly or indirectly obtained information regarding examinations to which an
105 applicant is not entitled or has taken part in the compilation, administration, or
106 grading of the examination in which they are participating;
 - 107 f. has a record of previous unsatisfactory service, in County employment or
108 elsewhere, of such a nature as to demonstrate lack of fitness for employment in
109 the position for which the applicant has applied;
 - 110 g. has been convicted of violating a municipal, county, state or federal law which
111 bears upon the person's proposed employment with the County;
 - 112 h. fails to meet the physical standards established for the position;
 - 113 i. abuses alcohol, any over-the-counter drug, any prescribed drug or uses any
114 illegal drug;
 - 115 j. has otherwise violated the provisions of the Charter, the ordinance or these rules.
- 116 2. CONDITIONAL ADMISSION – Where doubt exists as to whether an applicant meets
117 the requirements for examination, the Division of Personnel may authorize
118 conditional examination, but such action shall not be construed as entitling the
119 applicant to become eligible for certification or appointment until all requirements are
120 met.
- 121 3. RIGHT OF APPEAL – Any person who is denied permission to compete in an
122 examination, whose eligibility is cancelled or who is removed from any position

123 under the provisions of this rule may appeal in writing to the Commission within 10
124 calendar days after notice of action. The Commission will render a final decision in
125 accordance with Rule XXII, Appeals, Hearings and Investigations.