

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: PROCESSING REQUIREMENTS - REGULAR APPOINTMENTS	Date Issued: July 25, 1991
Section: FILLING OF VACANCIES - EMPLOYEE PROCESSING	Date Revised: Sept 6, 1994, May 12, 2017
Number: V.5.A.	

PURPOSE:

To define the in-processing requirements for regular appointments. (For extra-help, see PAM Sections V.3.B. and V.5.B.)

LEGAL BASIS:

County Code Section 3.20.030 – Applicants – Basic qualifications
County Code Section 3.28.010 – Appointment procedures

CROSS REFERENCE:

PAM Section IV.8. Background Investigations
PAM Section V. Filling of Vacancies
PAM Section VI.1. Employment Related Medical Screening/Examination
PAM Section IX.1. Advanced Step Appointments

POLICY:

- I. All candidates appointed to regular (non-extra-help) positions must complete in-processing prior to their first day worked. Completion of in-processing includes being cleared following the pre-employment screening/physical examination, as well as a background check if required of the position or job class. In-processing is required for:
 - A. New hires.
 - B. Employees who are going from extra help to probationary appointments come in for benefits-only in-processing.
- II. Candidates must meet all of the following requirements of the position or job class which are applicable:
 - A. Minimum requirements of the job class, as established through:

1. Appointment from an eligible list, *or*,
 2. In the case of a provisional appointment, verification by a personnel analyst that the candidate meets the minimum requirements.
- B. Pre-employment physical requirements of the position or job class, as established by:
1. Passing a pre-employment screening or medical examination conducted by the Health Services Agency or other designated medical examiner, when required, *or*,
 2. Through self-certifying the ability to perform the essential functions of the position when no physical examination is required.

(See PAM Section VI.1. Employment Related Medical Screening/ Examination)

- C. If required of the position or job class, completing a fingerprint check and passing the Background Investigation requirements (See PAM Section IV.8. Background Investigations). Records Unit staff give applicants a Request for Live Scan Service form to take to a County-approved vendor to have their fingerprints processed. Any Department of Justice or FBI records for the individual are returned to Personnel, which checks to verify that the employee disclosed that this record existed and assesses the job relatedness of any criminal convictions.

Because this verification generally does not occur until after the person has started to work, an employee may be discharged if *either*:

1. The fingerprint results reveal reportable convictions that the employee failed to disclose on their Conviction History form, *or*
2. The employee has a job related criminal conviction.

PROCEDURE:

- I. After the candidate accepts the conditional offer, the hiring department provides the candidate with the New Employee Welcome Packet, which includes all the items listed on the PER1020E form, available on the County Intranet in the Policies and Procedures section of the Resources page.
- II. The hiring department completes and submits to Personnel the required action forms and documentation, such as advanced step appointment memos if appropriate (See PAM Section IX.1. Advanced Step Appointments).

- III. Personnel Records staff review the paperwork to ensure it is appropriate and complete, contact the hiring department if additional information is needed, and obtain any required Personnel approvals. Once the paperwork is complete, Records staff, the hiring department's personnel liaison, and the prospective employee jointly determine the dates for the physical exam (if one is required) and the in-processing appointment. Records will assign an employee number by the time of the in-processing appointment.
- IV. The candidate must complete a pre-employment screening or physical examination, as appropriate for the position (See PAM Section VI.1. Employment Related Medical Screening/Examination).
- V. In-Processing Appointment.

The Personnel Records Unit and Benefit Administration staff conduct in-processing in the Personnel Department.

- A. During the first half of in-processing, Records will provide the candidate with the documents listed on the PER1019A form, which is available on the County Intranet in the Policies and Procedures section of the Resources page. The list outlines which documents stay in the County Personnel file, and which documents the candidate takes home.

Records staff also answers questions and provides general information regarding parking permits, carpooling, bus passes, bicycle lockers, et cetera.

- B. During the second half of in-processing, Benefits Administration staff will provide the candidate with a comprehensive Benefits portfolio containing information on the employee benefits described in the job announcement.
- C. Records/Benefits staff informs the candidate during in-processing if they need to submit any additional documentation or information.

VI. Clearance

- A. If a candidate does not receive medical clearance due to a medical restriction, the EEO Office and the hiring department will work with the candidate to explore the possibility of reasonable accommodations.
- B. The hiring department may not allow the person to start work until Personnel informs the department that the candidate has passed any required medical screening/examination and any other required pre-employment requirements (such as a background check).

C. Once all appointment processes are complete, the person may start work and Records staff will input the required information into the Personnel/Payroll system.