

4.1 RECRUITMENT AND ANNOUNCEMENTS

A. Recruitment

Recruitment efforts shall be planned and carried out in a manner that assures open competition. Development and implementation of recruitment plans shall be a cooperative venture between departments and Human Resources and shall be based on projected workforce needs and labor market conditions, as well as the need for recruitment of minorities, women, and other groups where there is under-representation in the County's workforce.

1. Public recruitment: Unless otherwise allowed under these Rules, the County shall use public announcements to recruit for all vacancies.
2. Internal recruitment: If a vacancy exists in a classification less than grade 32, an internal promotional process shall be used. Any other County policy, resolution, other Board action or County program relevant to recruitment shall be included in this internal recruitment process. Positions identified by Human Resources as entry level and hard to fill positions are exempt from this internal recruitment process. For all other vacancies, departments are encouraged to recruit internally when there is a sufficient number of qualified applicants to assure competition in the classification, as determined by Human Resources.
 - a. County-wide: Recruitment is limited to County employees.
 - b. Intradepartmental: Recruitment is limited to the department having the vacancy.

B. Announcements

1. All announcements shall specify the official classification title, classification code number, salary grade or open salary range, description of work to be performed or where this information may be obtained, the minimum qualifications and any selective criteria, the final date for receipt of applications or statement of continuous recruitment, the nature of the selection process and how to apply.
2. Public announcements shall be by public notice for a minimum of five (5) business days. Continuous announcements shall be open for a minimum of five (5) business days before a Certificate of Eligible Applicants is completed. Copies of public announcements shall be distributed to County departments and such other individuals and organizations as Human Resources deems appropriate.

- 4.1 B. 3. An internal announcement shall be open for a minimum of five (5) business days and distributed to County departments or the department with the vacancy, as appropriate.

4.2 APPLICATIONS

A. Official Forms

All applications shall be on forms provided by Human Resources.

B. Filing Applications

1. County employees may submit applications for any classification at any time, except for classifications that are initially evaluated using a scheduled test.
2. Applications for other than continuous recruitment classifications must be complete and received at Human Resources or as designated in the announcement on or before the final filing date/time specified. Applications for continuous recruitment classifications may be filed at any time.
3. Applicants shall submit such documents or supplemental information as required by Human Resources to verify and evaluate the applicant's qualifications and background.
4. Acceptance and/or issuance of an application form shall not be construed as incurring an obligation by the County.

C. Disqualification of Applicants

Human Resources may refuse to examine an applicant, or, after the selection process, may disqualify an applicant, remove an application, or refuse to certify an applicant if it is found that the applicant:

1. Does not meet the minimum qualifications established for the classification;
2. Has made a false statement of material fact in the application process;
3. 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;

- 4.2 C.
4. Has directly or indirectly obtained information regarding any examination to which the applicant is not entitled;
 5. Has failed to submit the completed application correctly or within the prescribed time limits;
 6. Has taken part in the compilation, administration, or any part of the selection process in which he/she is competing;
 7. Has previously been dismissed for a disciplinary reason from a position in County employment;
 8. Has a record of conviction of a crime, the nature of which would affect the applicant's suitability for employment;
 9. Has failed to appear for a scheduled examination or interview;
 10. Has failed any phase of the selection process;
 11. Has been determined by Human Resources to be unsuitable for employment for any job-related reason;
 12. Or otherwise has violated the provisions of the Arizona Revised Statutes (ARS), these Rules, or Pima County Personnel Policies.

4.3 ADMINISTRATIVE REVIEW

- A. At any step in the selection process, within ten (10) business days of receipt of a notice of disqualification, or receipt of notice of selection results, an applicant may request an administrative review. A written request must be submitted to Human Resources, who shall provide a written response within ten (10) business days of receipt of request.
- B. Human Resources may conduct further investigation and provide further response to the applicant as Human Resources deems appropriate.

4.4 ERRORS IN PROCESSING

Human Resources may correct clerical errors and errors arising from oversight or omission at any time in order to adjust the status of an applicant. Such adjustment shall not, however, invalidate any certification or appointment action already taken.