

## To Our Applicants

The County Human Resources Department recruits to fill job openings. Applicants complete applications and then participate in the County's civil service examination process. The most qualified candidates are invited to a selection interview with the department that has the opening.

### Application Review:

An applicant who is not admitted to an examination because of failure to meet the basic employment standards or additional screening criteria which may include a competitive screening of qualifications, used in determining finalists shall be notified by either U.S. mail, telephone or electronic mail. Following the notice of application review, additional information may be provided by the applicant to the Human Resources Director to demonstrate that the applicant meets the minimum qualifications for the position. This information must be provided before the date of the examination is established. The Human Resources Director shall review any additional information, take appropriate action, and notify the applicant of the appropriate action.

The following two applicant appeal rights are part of the County Civil Service rules. They are reprinted here for your information. If you need assistance, please contact a Human Resources Analyst in the Human Resources Department.

### Appeals from Applicants:

1. "Appeal of examination questions. Appeals of individual examination questions must be filed with the Human Resources Director immediately following the administration of the examination component containing the appealed question. Appeals of an examination question will not be accepted once a grade has been assigned. Appealed questions will be reviewed by subject matter experts and testing specialists who will make a final determination on the retention or deletion of the question."

2. "Other examination appeals. Any appeal of an examination practice not covered in paragraph 1 above must be filed in writing with the Human Resources Director immediately following the administration of the examination practice. Appeals of an examination practice will not be accepted once a grade has been assigned. The Human Resources Director shall respond to all appeals filed in a timely manner. Appeals of the Human Resources Director's decision may be filed with the Civil Service Commission within 7 days of notice of the response of the Human Resources Director. The Civil Service Commission shall review the appeal and the response of the Human Resources Director and shall make a determination. The Civil Service Commission may use its discretion as to whether the appellant shall appear in person. The decision of the Civil Service Commission on any appeal shall be final."