

SECTION 03-08

Effective Date: July 1, 1996

PRE-EMPLOYMENT REQUIREMENTS

Any candidate for a position whose Position Description contains pre-employment requirements such as required skills, competency or other performance testing shall be required to complete such testing prior to being offered employment. Any skills testing, competency or other performance testing shall be designed so as to be a fair evaluation of the abilities and knowledge needed to meet the minimum requirements of the position. Skills or performance testing if required shall be developed by the department head(s) to which the position is assigned and approved by the County Administrator. Computer skills tests shall be developed and administered by the Department of Information Systems in concert with the position's department head or County Administrator. The County Administrator with the concurrence of the department head(s) concerned may waive such testing if in his/her opinion the candidate's previous employment or education sufficiently demonstrates competency in the required skill or knowledge area. Pre-employment medical examination if required may not be waived by the County Administrator. Any such examination may be conducted by the candidate's personal physician subject to pre-approval of cost, which shall be paid for by the County whether or not the candidate is offered employment.