

COUNTY OF SAN DIEGO

HIRING PROCESS DEMYSTIFIED

THE COUNTY OF SAN DIEGO

The County of San Diego provides a wide variety of services within its geographical boundary.

Over forty departments provide services which include law enforcement:

- Temporary assistance to those in need
- Public health, mental health, children's services, and long term care facilities
- Enforcement of environmental, planning and health codes
- Maintenance of libraries, parks, airports and County roads

The County issues building permits, probates estates, regulates air pollution, provides animal control services, and maintains public records such as birth, marriage and death certificates and more.

The County has a merit-based civil service personnel system. This means in order to become a County employee, you must first participate in a competitive process to have your name placed on an employment list. The County has over 1,000 plus different job classifications, and a separate employment list for each classification.



THE HIRING PROCESS

The objective of this aide is to provide you with information about the County's hiring process through the Department of Human Resources (DHR) and to supplement information which is printed on all job announcements.

RECRUITMENT

The County accepts applications for a job classification only during specified recruitment periods.

Recruitments may be open to the public or open as promotional, which means one must be a County employee to be eligible to apply. All applications must be submitted online at: www.sdcounty.ca.gov.

Recruitments may be open for ten calendar days, several weeks, or on a continuous basis (series recruitments).

Most recruitments are opened to fill current vacancies. Other recruitments are held to establish an employment list for anticipated vacancies.

REQUIREMENTS

Each job classification has its own unique requirements. Read the job announcement carefully. Make sure you meet the published requirements on the job announcement before applying.

If you do not meet the requirements, you will receive a notice by email explaining you are not eligible to compete in the recruitment process. If you do not understand why your application was rejected or wish to provide additional information, you must contact DHR within ten calendar days of the notice of ineligibility.

THE APPLICATION PROCESS

If you meet the published requirements, complete the employment application, supplemental application form, and any other requested materials. All applications must be submitted online to DHR on or before 11:59p.m. of the filing deadline.

Make sure you complete your application attachments neatly, legibly, and thoroughly, as it may affect the score you receive on the employment list. Be specific about your knowledge, experience and training, and answer all parts of the application.

THE EVALUATION PROCESS

The evaluation or method of testing is always described on the job announcement.

The evaluation is designed to assess applicants' job-related knowledge, skills, and abilities.

The evaluation process may be any one or a combination of the following:

- Rating of information contained in the employment and supplemental application
- Written multiple choice test
- Written essay test
- Oral interview
- Performance test
- Work simulation test



DHR will notify you through email of the date, time and place of the test, usually within four weeks of the filing deadline.

DHR will notify you through email of the results, between two and three weeks after the test date.

HOW VACANCIES ARE FILLED

When a County department has a vacancy, DHR will provide that department with the names of top ranking applicants on the employment list. The number of names provided depends on the number of vacancies. The applicants will also receive an email stating that the department is considering them for employment.

The department will determine those candidates who are most qualified for its particular vacancy through any combination of the following: application review, interviews, performance test, reference check, or other job-related assessment processes.

IF YOU ARE SELECTED

If you are selected for the position, you will be given a conditional offer, background investigation, and a pre-employment medical examination. Upon successful completion of the background check and medical examination the department will contact you to work out specific details, such as hire date.

After you are hired, you will serve a probationary period before you become a permanent County employee. The probationary period is specified for each job classification and may be six, twelve or eighteen months.

IF YOU ARE NOT SELECTED

If you are not selected, your name will remain on the employment list until the specified expiration date that is printed on your notice of test results, and you may be considered for future hiring.

FOR MORE INFORMATION

Visit our website at www.sdcounty.ca.gov/hr for job announcement and application information, or to apply on-line for a position.

Toll Free Number: 1-866-880-9374