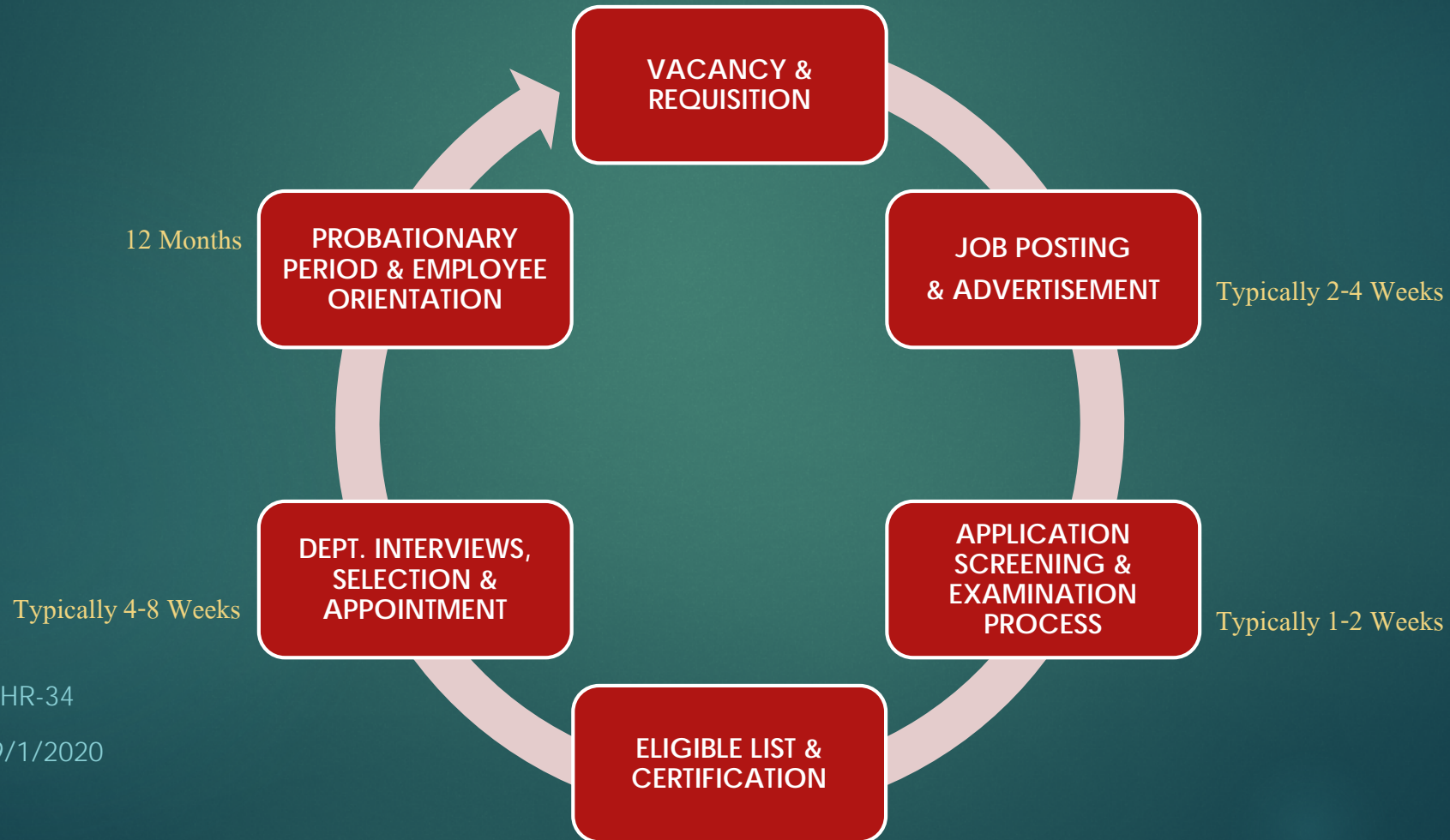


RECRUITMENT, SELECTION, & APPOINTMENT PROCESS



POLICY NUMBER: HR-34

EFFECTIVE DATE: 9/1/2020

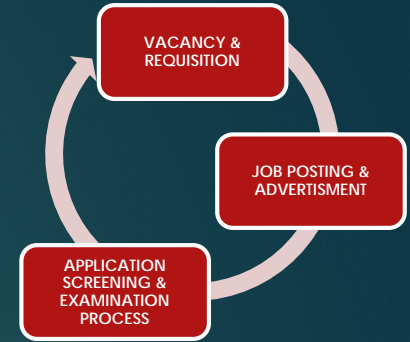
JOB POSTING & ADVERTISEMENT



The job posting announces the recruitment:

- Title and pay for the position
- Nature of work to be performed and essential job duties
- Minimum qualifications
- Closing date and time
- Time, place, and type of examination
- Supplemental information (questions, certificates, licenses, etc.)

APPLICATION SCREENING



Applications for employment are submitted electronically through the city's GovernmentJobs.com online applicant tracking system.

- Application Review
- Qualification of Applicants

EMPLOYMENT OPPORTUNITIES

Welcome to the City of Tulare's Current Job Opportunities Page!

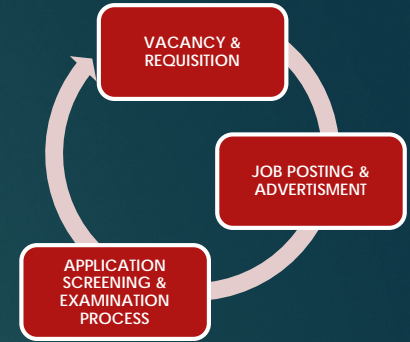
We are excited to offer you the ability to apply on-line for employment opportunities with the City of Tulare.

[SHOW MORE](#)

Search 7 jobs found

Job Title	Job Type	Salary	Closing #	Department	Location
Community Development Director	Full-Time			Community & Economic Development	Tulare, CA
Fire Captain	Full-Time	\$6,788.38 - \$8,251.31 Monthly	03/02/23	Fire	Tulare, CA
Fire Engineer	Full-Time	\$66,065.04 - \$80,302.32 Annually	03/02/23	Fire	Tulare, CA
Firefighter/Paramedic	Full-Time	\$62,850.72 - \$76,395.48 Annually	Continuous	Fire	Tulare, CA
Police Officer (Academy Graduate)	Full-Time	\$71,763.72 - \$87,217.56 Annually	Continuous	Police	Tulare, CA
Police Officer (Lateral)	Full-Time	\$71,763.72 - \$87,217.56 Annually	Continuous	Police	Tulare, CA
Public Safety Dispatcher I-II	Full-Time	\$46,677.60 - \$62,376.36 Annually	Continuous	Police	Tulare, CA

EXAMINATION PROCESS

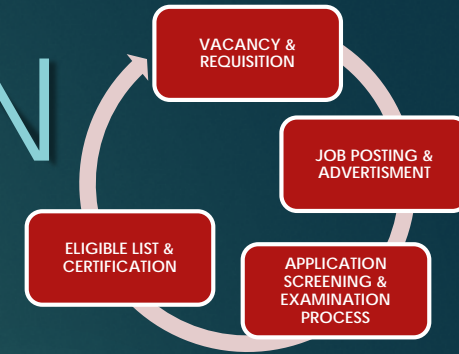


The purpose of the examination process is to provide qualified persons for city employment and promotion.

An examination is a reasonable, systematic and fair method of evaluating an applicant's qualifications in a valid and impartial manner.

The type of examination(s) is determined by Human Resources, in conjunction with the department (*e.g. performance tests, written tests, structured interview, working style assessments, practical exercises, physical fitness, and/or application rating*).

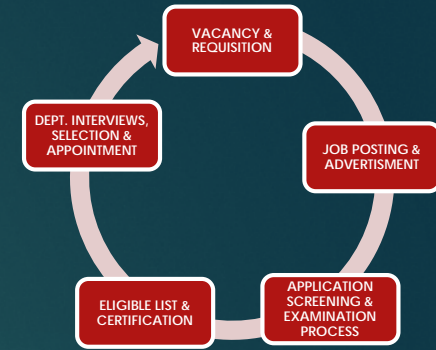
ELIGIBLE LIST & CERTIFICATION



An eligible list is created at the completion of the testing process. The period of eligibility is six (6) months and at the request of the department head, a list may be extended up to two (2) years.

Certification is the process established where Human Resources refers eligible applicants to the appointing authority for interview and selection. For each vacancy the top five (5) names are certified.

DEPARTMENT INTERVIEWS, SELECTION & APPOINTMENT

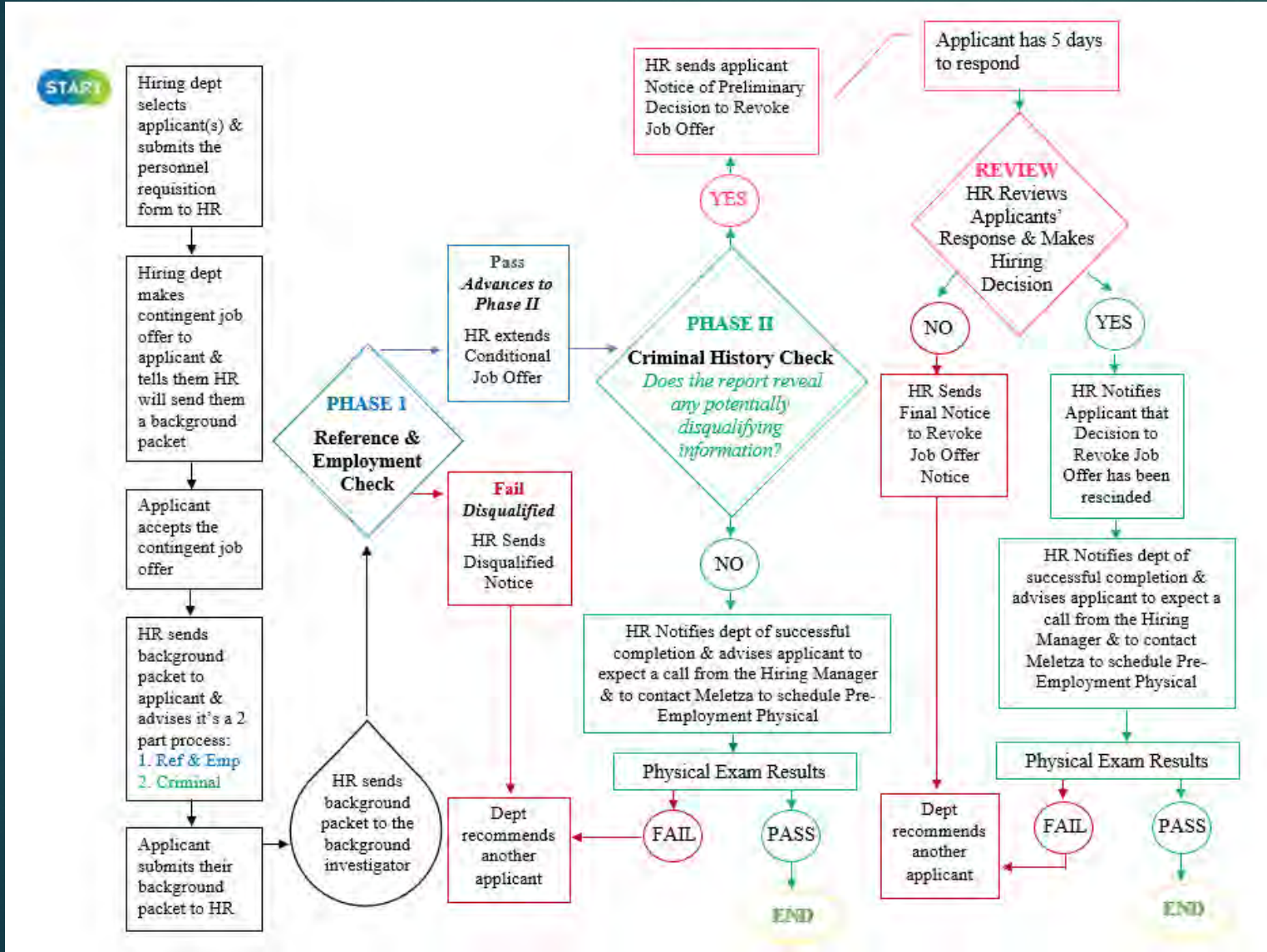


The department conducts a hiring interview with the candidates certified and determines who they want to hire.

An appointment is the offer and acceptance of a job made in accordance with city policy and laws governing the same.

Final appointments are made after the hiring interview, and successful completion of a reference check, criminal history check, DMV check, verification of employability, DOJ fingerprint check, and other background requirements.

BACKGROUND PROCESS



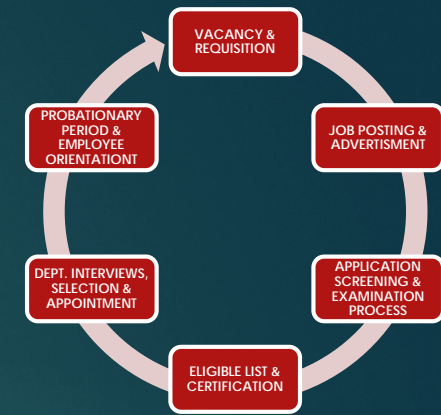
The background process is conducted in two phases.

Phase I: Employment & Reference Check

Phase II: Criminal History, DMV Check, DOJ Fingerprinting

After the completion of Phase II, a post offer is extended to the applicant; formal job offer after completion of medical evaluation.

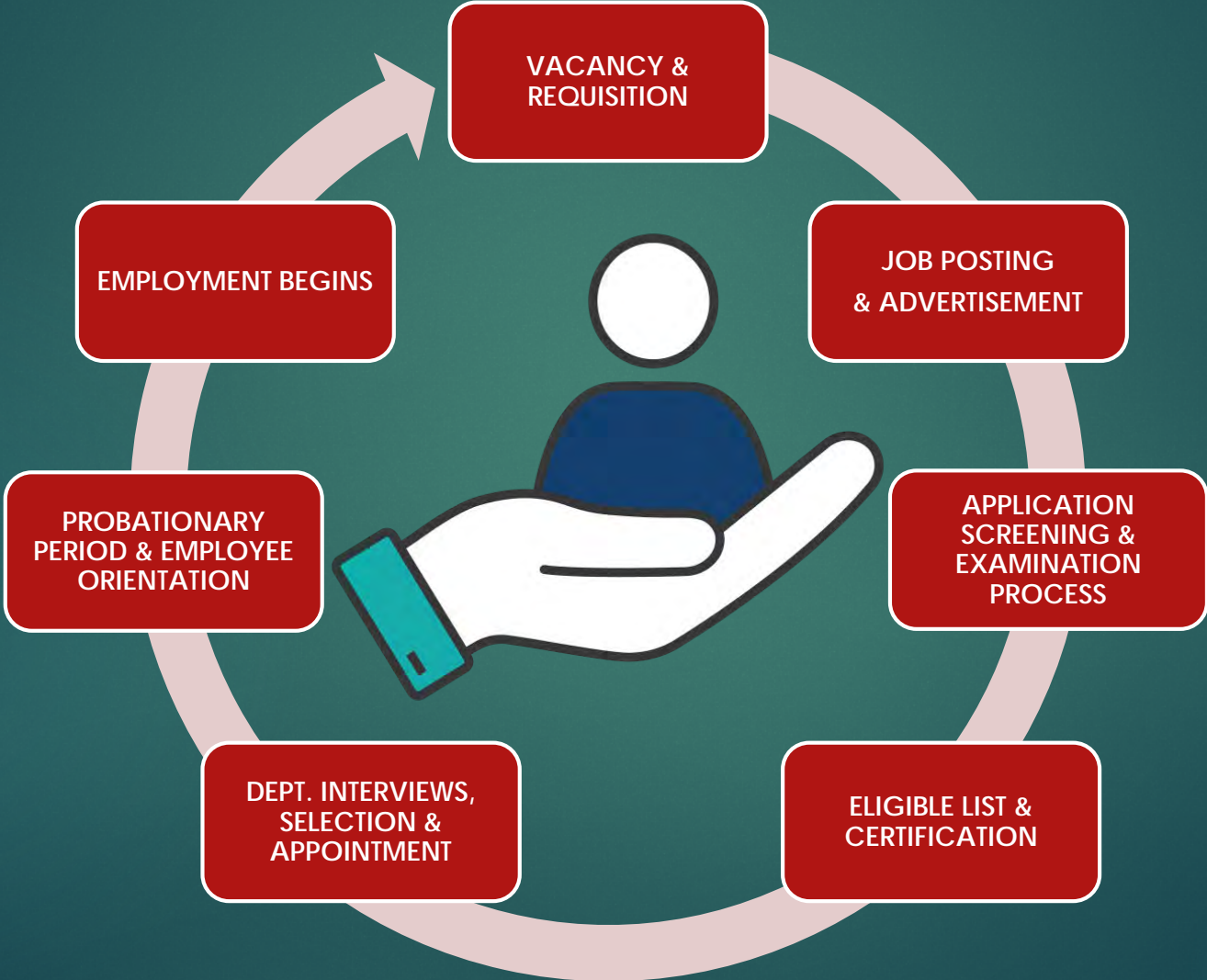
PROBATIONARY PERIOD & EMPLOYEE ORIENTATION



The probationary period is considered the final portion of the recruitment, testing, and examination process and is used to determine whether work performance or work-related behavior meets the required standards for the position.

New employees participate in a new employee orientation designed to facilitate the probationary employee's adjustment to city employment and includes information the employee needs in order to become acquainted with the city organization.

RECRUITMENT, SELECTION, & APPOINTMENT PROCESS



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