

The Public Health Department (PHD) requires all employees working in direct contact with patients or clients in a high-risk environment to comply with the PHD Employee Immunizations policy. This can be accomplished by providing documentation of immunizations, submitting laboratory immune titers demonstrating adequate immunity, or obtaining required vaccinations. **A list of requirements, based on the specific program, will be sent at the time an offer letter is presented to the selected candidate(s) and initial documentation will be required at this time.**

APPLICATION & SELECTION PROCESS:

1. **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
2. **Supplemental Questionnaire Ranking:** Responses to the required supplemental questionnaire will be evaluated and scored. Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than 11 qualified candidates.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire ranking to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive written notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.

REASONABLE ACCOMMODATIONS: The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a Medical Provider, or learning institution.

Conditional Job Offer: Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a satisfactory reference checks. Appointee will be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a one-year probationary period.

Disaster Service Workers: Pursuant to Governmental Code section 3100, all employees with the County of Santa Barbara are declared to be disaster service workers subject to such disaster service. Activities as may be assigned to them by their superiors or by law.

COVID-19 Vaccination Verification: This position may be subject to State Health Officer Orders (SHOOs) or County policy regarding vaccine verification and/or testing. Please contact the hiring department for more information.

Recruiters will correspond with applicants by e-mail during each step in the recruitment process.

Applicants are reminded to **check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure** they do not miss required deadlines. The County of Santa Barbara will not release any applicant's email address to a third party.