

County of Gloucester
Human Resources Manual

CHAPTER:	2 - RECRUITMENT AND PLACEMENT	ADOPTED: 3/7/06
SECTION:	5 - APPOINTMENT	REVISED: 8/7/13

Appointments to County employment will be made based on the merit and fitness of candidates in accordance with NJ Civil Service Commission rules and regulations, where applicable, and with EEO policies.

Preference for employment will be given first to Gloucester County residents, then to contiguous County residents, and, finally, to residents of the State of New Jersey. Out-of-County applicants may be hired by Resolution waiving the residency requirement, only if County residents do not meet the qualifications for the position. Residency will be verified prior to appointment.

Human Resources Director/designee:

Assures that pre-employment physicals and/or drug testing are conducted and the results are satisfactory prior to appointment.

After selecting a candidate, makes a recommendation to the Board of Chosen Freeholders and County Administrator to approve a candidate for hire.

Advises appointees that appointments made in the absence of a certification are provisional pending NJ Civil Service Commission examination, list promulgation, and certification procedures.

Notifies all remaining candidates of the selection of another qualified candidate.

Completes the certification and returns it to the NJ CIVIL SERVICE COMMISSION as well as any other necessary paperwork for the new employee, including NJ CIVIL SERVICE COMMISSION profile form (DPF-66).

Informs all provisional appointees that they are responsible for checking the NJ CIVIL SERVICE COMMISSION's Job Announcements frequently for the announcement of their position.

Announcements indicating test dates may be provided to provisional appointees from the Human Resources Department as a courtesy.

Appointees:

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Check the NJ CIVIL SERVICE COMMISSION's Job Announcements, which can be found at <http://www.state.nj.us/csc/seekers/jobs/announcements/> frequently for the announcement of their position.

File applications within the prescribed time frames and appearing at the prescribed time and place to take the exam.

Provisional employees will be compelled to sit for examination in the career service within one year of hiring which progresses in the following manner:

1. If you pass your exam, your name goes on an eligible list ranked by score called the certification list. When your name appears on a certification list, it means that you may now be considered for appointment to a permanent position.
2. When you receive your Notification of Certification, you should contact the Human Resources Department in writing within 5 business days to express your interest. If you do not respond, your name may be removed from the eligible list and in turn jeopardize your opportunity to obtain a permanent position.
3. The County may select any candidate ranked in the top three of the certification list unless a veteran is ranked in the top three. Veteran's Preference gives all eligible disabled veterans and veterans priority on the certification lists which means that the County must hire the disabled veteran or veteran candidate in the top three ranking unless there is a very good reason not to. If there are no disabled veterans or veterans on a certification, the County usually chooses from among the top 3 candidates for each position.