

Placer County Human Resources Department

Public Agency Eligible List - Interagency Information Request



145 Fulweiler Ave., Suite 200
Auburn, CA 95603

Recruitment Hot Line: (530) 886-4607
Reception Fax: (530) 889-4078

Email: Jobs at Placer County
Website: Placer County Jobs

Instructions

- 1. Complete & Sign:** Fill out the 'Release of Information Authorization' form included in this packet.
- 2. Forward to Agency:** Send your signed release and the attached 2-page 'Interagency Information Form' to your current or former Human Resources agency. They need to fill out the form.
- 3. Instructions for the Agency:** Once the agency has completed the 'Interagency Information Form,' they must submit the following to Placer County Human Resources within **7 business days**:
 - Both completed forms.
 - The appropriate job or class specifications.

Please use the contact information listed at the top of this page for submission via email, mail, or fax.

Eligibility Criteria

(per Placer County Code Chapter 3, section 3.08.720)

To qualify for placement on a Public Agency Eligible List, an applicant must meet all the following requirements:

1. Current or Prior Agency Employment

- Applicant must be employed by a public agency (other than Placer County) that operates under a personnel civil service or merit system, or
- Applicants who are not employed by a qualifying public agency must have held a position with such an agency in the past. Previous employment must have ended within one year of the date Placer County Human Resources receives the completed application.

2. Comparable Job Classification

- Must have the same or lower minimum qualifications. and
- Must be substantially similar in job duties and responsibilities to the position the applicant holds or held with the qualifying public agency.

3. Employment Status

- **Classified Employees:** Must currently hold or have previously held permanent status in a comparable job assignment at the qualifying agency.
- **Unclassified Employees:** Must be or have been employed in the position for a minimum of 6 months at the qualifying agency.

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4. The applicant must complete this packet to certify:

- Their employment record has been entirely satisfactory.
- They have not been separated for cause from their previous agency.
- They were appointed to their classification through a qualifying or competitive examination.
- If not currently employed by the qualifying public agency, they are eligible for reinstatement to that agency.

PAEL Selection Process & Conditional Offers

Public Agency Eligible Lists (PAEL) are provided to hiring departments as job openings become available. Each hiring department will:

- Review the job requirements for the open position.
- Evaluate the application materials of eligible applicants listed on the PAEL.

Based on this review, the department will determine which applicants to invite for an interview.

Employment offers extended to candidates on a PAEL are **conditional** upon the successful receipt, verification, and acceptance of the following documents included in this packet:

- Public Agency Eligible List Release of Information Authorization
- Public Agency Eligible List Interagency Information Form

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Public Agency Eligible List - Release of Information Authorization



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Instructions

Applicants must complete this 'Release of information Authorization' form. Once signed, send this release and the attached 2-page 'Interagency Information Form' to your current or former Human Resources agency for completion.

| Agency Information | | |
|--|--------|-----------|
| Agency Name: | | |
| Human Resources Street or PO Box Address: | | |
| City: | State: | Zip Code: |
| Agency Contact: | | |
| Agency Email Address: | | |
| Agency Phone Number: | | |

| Applicant Information | | |
|--|--------|-----------|
| Applicant Name: | | |
| Applicant Street or PO Box Address: | | |
| City: | State: | Zip Code: |
| Applicant Email Address: | | |
| Applicant Employee Number: | | |
| Applicant Last 4 digits of SSN* | | |
| Applicant Phone Number: | | |

* The last 4 digits of the Social Security Number will be used for employment verification only

I hereby authorize you to provide the County of Placer with all information requested, including, but not limited to, my confidential employment history and performance evaluations. This information is to be used to determine my eligibility for employment with the County of Placer.

I hereby release you, your organization, and others from any liability for damage which may result from furnishing the information requested.

Applicant Signature: _____

Date: _____

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Instructions for Current or Former Human Resources Agency

Please complete this form and submit it to Placer County Human Resources within **7 business days**. Your submission must also include the applicant's 'Release of Information Authorization' and the appropriate job or class specifications. Refer to the contact information at the top of this document for submission via email, mail, or fax.

Name of Current/
Former Employee: _____

Last 4 digits of Social
Security Number (optional): _____

Employment Information

| Example | |
|--|--|
| Employment Dates From – To | 06/1998 - 11/2003 |
| List the employee's job class or classes | Police Officer |
| Step or Level | 4 |
| List the qualifying or competitive exams used to qualify the employee for each job | Written Exam, Physical Agility Test, and Oral Exam |

| Job Number 1 | |
|--|---|
| Employment Dates From – To | - |
| List the employee's job class or classes | |
| Step or Level | |
| List the qualifying or competitive exams used to qualify the employee for each job | |

| Job Number 2 | |
|--|---|
| Employment Dates From – To | - |
| List the employee's job class or classes | |
| Step or Level | |
| List the qualifying or competitive exams used to qualify the employee for each job | |

| Job Number 3 | |
|--|---|
| Employment Dates From – To | - |
| List the employee's job class or classes | |
| Step or Level | |
| List the qualifying or competitive exams used to qualify the employee for each job | |

Please enclose copies of the job or class specifications for each job listed above.

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| Please answer the following questions about your agency: | Yes | No | Job# |
|---|-----|----|------|
| 1. Do you have Personnel Rules/Policies on recruitment, examinations, and selection that were adopted by your Board of Supervisors or similar body? | | | |
| 2. Do you conduct open and competitive recruitments, i.e. examinations, eligible lists? | | | |
| 3. Do you ensure that candidates meet the minimum job requirements when tested, appointed, and promoted? | | | |
| 4. Do you use selection procedures that are job-related and maximize validity, reliability, and objectivity, in accordance with the Uniform Guidelines on Employee Selection? | | | |
| 5. Do you establish employment lists based on a ranking system and select candidates from employment lists? | | | |

| Please answer the following questions about the current/former employee named in this request: | Yes | No | Job# |
|---|-----|----|------|
| 1. Were these appointments the result of qualifying or competitive examinations? If No, identify the jobs by number. | | | |
| 2. If the position is classified, did the employee achieve permanent status in this job or these jobs? If No, identify the jobs by number. | | | |
| 3. If the position is unclassified, did the employee work in the position for at least 6 months? | | | |
| 4. Has the employee performed satisfactorily in these jobs? If No, identify the job number. Enter the date of last performance evaluation _____ | | | |
| 5. If not currently employed by your agency, is the employee eligible for reinstatement in the class in which they were employed? | | | |

Please submit additional information, if needed, to explain above answers.

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| Agency Information | |
|-----------------------|--|
| Agency Name: | |
| Agent Name: | |
| Agent Title: | |
| Agent Signature: | |
| Agency Email Address: | |
| Agency Phone Number: | |
| Date Completed: | |

| Placer County Human Resources Department Use Only | |
|--|--|
| Approvers Name: | |
| Placer County Job Titles Applicant Applied For: | |