

Placer County Human Resources Department

Public Agency Eligible List Self-Certification



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

This document applies to

- Applicants currently employed by a qualifying public agency operating under a personnel civil service or merit system; or
- Applicants who were employed by a qualifying agency within the past 12 months.

Qualified applicants placed on a Placer County Public Agency Eligible List (PAEL) may be certified as eligible for appointment to a substantially similar job classification. This certification allows candidates to be hired without undergoing a full examination process with the County as vacancies arise.

Criteria for Placement on a Public Agency Eligible List

(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.

4. The applicant must submit this form, certifying the following:

- 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.

Placer County Human Resources Department

Public Agency Eligible List Self-Certification



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

Public Agency Eligible Lists are shared with hiring departments as job openings become available. Each hiring department will:

- Review the job requirements for the open position, and
- Evaluate the application materials of eligible applicants on the list.

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

Self-Certification Requirements for Public Agency Eligible List

Offers of employment to an applicant on a PAEL are made contingent upon receipt, verification and acceptance of the following:

1. **Placer County Public Agency Eligible List Self-Certification (this form)**

- Required at time of application submission
- Must be filled out by applicant if number 2 below is not attached to application.

2. **Public Agency Eligible List Interagency Information Request**

- Required upon conditional offer of employment
- Must be completed by applicant's current or former public agency.
- Can be accepted at time of application submission in lieu of 'Public Agency Eligible List Self-Certification' form (number 1 above).

Placer County Human Resources Department Public Agency Eligible List Self-Certification



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

Application Certification

By signing below, I certify that:

1. I meet all eligibility criteria for the Placer County Public Agency Eligible List (PAEL), as defined above and in the Placer County Code. I am eligible to be placed on the Placer County PAEL for submitted applications.
2. I understand that I may be placed on the PAEL for any Placer County classification deemed appropriate by the Human Resources Director. This placement is based on a determination that the position is substantially similar in job duties and responsibilities to my current or former position.
 - I also understand that the classifications must have the same or lower minimum qualifications as the classes in which I am or was employed.
 - As positions become available, my application may be referred to the appropriate hiring department.
3. I have completed the initial probationary period and achieved permanent status in the agency where I am or was employed.
4. I understand that any employment offer is contingent upon receipt, verification and acceptance of this form. It is also contingent upon the required documents listed in the Public Agency Eligible List application materials.

Documents to Submit Upon Conditional Offer (if not already submitted)

[Public Agency Eligible List Interagency Information Request](#) packet which includes the following:

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

Name: _____

Last 4 digits of SSN: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Signature: _____

Date (mm/dd/yyyy): _____

*The last 4 digits of the Social Security Number (SSN) is optional and will be used for employment verification only.