



## 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@placer.ca.gov](mailto:jobs@placer.ca.gov)  
Website: [www.jobsatplacercounty.com](http://www.jobsatplacercounty.com)

This document applies to applicants currently employed by a qualifying public agency operating under a personnel civil service or merit system; or those who have been previously employed by a qualifying agency within the last year. Qualified applicants placed on a Placer County Public Agency Eligible List may be certified as eligible for appointment to a **substantially similar** job classification without going through an examination process with Placer County.

### ELIGIBILITY CRITERIA

To be eligible for placement on a Public Agency Eligible List an applicant must meet all of the following criteria (per Placer County Code Chapter 3, section 3.08.720):

1. Applicant must be working for a public agency (other than Placer County) that operates under a personnel civil service or merit system. If not currently employed by a qualifying agency, the applicant must have been employed by a qualifying public agency within one year prior to the date his/her completed application is received by the Placer County Human Resources Department;
2. The classification in which Placer County employment is contemplated must possess the same or less minimum qualifications and be substantially similar in job assignment and responsibility as the position in which the applicant is/was employed by the qualifying public agency;
3. If classified, the applicant must hold or have held permanent status in the service of that agency;
4. If unclassified the applicant must be or have been employed by that agency, in that position, for a minimum of six (6) months;
5. The applicant must submit a Placer County Public Agency Eligible Self Certification form, certifying:
  - His/Her employment record has been entirely satisfactory;
  - He/She has not been separated for cause;
  - He/She was appointed to the class as a result of a qualifying or competitive exam;
  - If not currently employed by that public agency, the applicant is eligible for reinstatement to that agency.

Public Agency Eligible Lists are provided to hiring departments as positions become available. Hiring departments determine who to interview based on a review of the available position and the application materials of eligible applicants.

**Offers of employment to an applicant on a PAEL are made contingent upon receipt, verification and acceptance of applicant's required documents, which are the following:**

1. [Placer County Public Agency Eligible List Self-Certification](#) - Required at time of application submission and filled out by applicant if number 2 and 3 (below) are not attached to application.
2. [Public Agency Eligible List Interagency Information Request](#) - Required upon conditional offer of employment and filled out by applicant's current/former 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@placer.ca.gov
Website: www.jobsatplacercounty.com

By signing below, I certify that:

- 1. I meet all of the Placer County Public Agency Eligible List (PAEL) eligibility criteria as defined above and in the Placer County Code and am eligible to be placed on the Placer County PAEL for submitted application(s).
2. I understand that I may be placed on the PAEL for any Placer County classification(s) that the Human Resources Director determines to be substantially similar in job assignment and responsibility. I also understand that the classification(s) must have the same or less minimum qualifications as the class(es) in which I am/was employed. As positions become available, my application may be referred to the hiring department.
3. I have completed the initial probationary period in the agency I work(ed) for and achieved permanent status.
4. I understand that any offer of employment would be made contingent upon receipt, verification and acceptance of this form and the following documents, as described in the Public Agency Eligible List application materials.

I will submit these documents, contained in the Public Agency Eligible List Interagency Information Request packet, upon conditional offer of employment if not attached to original application materials:

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

Print Name

\*Last 4 Digits of Social Security Number (optional)

Address (Number and Street)

City

State

Zip Code

Email Address

Phone Number

Signature

Date (mm/dd/yyyy)

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