

CITY OF STOCKTON CIVIL SERVICE RULES AND REGULATIONS FOR MISCELLANEOUS EMPLOYEES**Rule VI APPLICATION AND EXAMINATION****SEC. 2. APPLICATIONS AND ELIGIBILITY REQUIREMENTS:**

(a) Form. Application shall be made on the forms provided by the Personnel Officer. Such forms shall require information covering training, education, experience, and other pertinent information, and may include a request for fingerprints. All applications must be completed and signed by the person applying.

(b) Eligibility Requirements. All applicants for classified employment, including transitional and COSIP employment, must meet the minimum qualifications as set forth in the job announcement. Specified positions may be required to successfully complete a background investigation, which may include a polygraph and/or voice stress analysis test and psychological examination, and/or a California Department of Justice fingerprint clearance.

After a background investigation, including a polygraph and/or voice stress analysis test and psychological examination, the Human Resources Director may reject or disqualify any applicant in accordance with section 3 of this rule.

Lateral-entry, COSIP, and transitional applicants must meet the following requirements:

(1) Lateral-Entry Police Telecommunicator Applicants. To be eligible as a Lateral-Entry Police Telecommunicator, an applicant must (i) be currently, or within the past twelve (12) months, employed as a Telecommunicator with a public agency or a similar situation or equivalent as determined by the City; (ii) completed a probationary period as a Telecommunicator or equivalent position with another public agency or a similar situation; (iii) possess a current P.O.S.T. Telecommunicator certification; and (iv) have experience in a public safety dispatch system.

(2) Lateral-Entry Fire Telecommunicator Applicants. To be eligible as a Lateral-Entry Fire Telecommunicator, an applicant must (i) possess two (2) years of full-time experience as a telecommunicator or dispatcher in a public agency or a similar situation; and (ii) possess or be able to obtain other licenses and certificates required to perform the job as determined by the City.

(3) Lateral Fire Fighter Trainee. To be eligible as a lateral-entry Fire Fighter Trainee, an applicant must: possess a high school diploma or GED; possess, or be able to obtain prior to appointment, and maintain a valid Class C or greater driver's license; possess an EMT Certification from a California County Emergency Services agency or National Registry or Paramedic Accreditation from a California Emergency Medical Services agency or National Registry; possess or be able to acquire and maintain, within one year of employment, current certification as an Emergency Medical Technician/Level I or Paramedic issued in San Joaquin County; possess four (4) continuous months (within the last 12 months), in good standing, of full-time (includes seasonal) paid work experience fighting fires in a municipal fire service agency, fire protection district, or state or federal fire agency as of the date of appointment; and must possess a Fire Fighter I certification from either California State Fire Training (CASFT), International Fire Service Accreditation Congress (IFSAC), or the National Board of Fire Service Professional Qualifications (The ProBoard); and must have successfully completed a CPAT examination within twelve (12) months prior to date of appointment.

(4) Transitional Applicant. To be eligible as a transitional applicant, the employee must have been initially hired from or be currently on an eligibility list, be currently employed in the position applying for, or in a comparable position (as determined by the Director of Human Resources), and must

have successfully completed 3042 hours or more of continuous service, (as evidenced by the employee's personnel file and most recent performance evaluation.) The transitional eligible shall make application in the same manner set forth in section 2(a), above. ((b) amended by Resolutions CS08-047, 03/20/08; CS08-

048, 03/20/08; CS06-034, 02/16/06); (a, b) amended by Resolution CS05-093, 07/21/05); (3) amended and (4) added by Resolution CS06-034, 02/16/06)

(5) COSIP Interns. (a) Entry into Program. Students who apply to COSIP and meet the program requirements and minimum qualifications as indicated in the position specification shall be placed on the COSIP eligible list.

(b) Eligibility for Promotional Examinations. COSIP interns must apply for full-time promotional examinations within 120 days of completion of all graduation requirements. Such interns must have attained a minimum grade point average of 3.0; must meet the minimum requirements for the position; must have successfully completed one year of continuous service working a minimum average of 12 hours per week in COSIP (relevant volunteer, part-time, or full-time work experience with the City of Stockton as evidenced by the employee's personnel file and most recent performance evaluation); to be eligible to compete in promotional examinations. (5 (b) added by Resolution CS08-047, 03/20/08; amended by Resolutions CS2014-06-19-1101; CS04-088, 08/19/04; CS03-063, 09/04/03; CS02-033, 04/18/02; CS 00-028, 4/20/00; CS97-003, 01/16/97)