

SECTION 1.08 EVALUATION OF APPLICANTS AND BASIS FOR SELECTION / DISQUALIFICATION

All persons or employees wishing to be considered for selection for vacant positions should submit a completed application. All applicants should submit any additional information they wish to be considered. Such information may include documentation of education, certifications, licenses, special training, references, prior job performance, and other information relevant to the position. It is the applicant's responsibility to provide the information to be submitted.

Jefferson County Board of Developmental Disabilities (JCBDD) may require applicants to submit to reference checks, structured and unstructured interviews, performance tests, and/or other objective job-related screening procedures.

EVALUATION OF APPLICANTS

Appointments to vacant positions shall be made solely on the applicant's knowledge, skills and abilities, and other job-related qualifications, as ascertained through fair and practical selection methods.

Factors to consider for promotion include an employee's completion of any required probationary period, required training courses, prior performance, skills and abilities, the employee's annual performance evaluation ratings, and other job-related measurements.

Applicants to be considered must meet the minimum job-related qualifications. Employer will rank applicants upon consideration of the skills and abilities necessary to perform the essential functions of the position.

An applicant may generally be eliminated from consideration if he:

1. does not possess the minimum licenses, certifications, educational degrees, or equivalent experience, or similar qualifications;
2. has a criminal background, having been convicted of or pled guilty to any offences in section 5126.28 of the Ohio Revised Code;
3. does not have the knowledge, skills, and abilities to perform the essential functions of the vacant position, either with or without reasonable accommodation;

4. does not pass the background checks on any of the following systems: System for Award Management, Department of Rehab and Corrections Offender Search, Attorney General's Office Ohio Offender Search, Nurse Aide Registry, US Department of Health and Human Services Exclusions Database, DODD Online Abuser Registry, Ohio Medicaid Provider Exclusion Suspension List;
5. has made a false statement of material fact on the application form or supplements;
6. has committed or attempted to commit a fraudulent act at any stage of the selection process;
7. is an alien not legally permitted to work; or
8. other reasonable and legal grounds.

If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the employee may be removed.

JCBDD requires job applicants to pass a physical examination as a condition of employment to determine whether the applicant can perform the essential functions of the job, with or without reasonable accommodation.

The applicant is required to submit to reference/background verifications and checks and shall sign any waiver/authorization forms requested by the JCBDD.

None of the following individuals may be employed by JCBDD, except as provided in division (C) of ORC 5126.033:

1. An immediate family member of Board members and/or Jefferson County Commissioners, and as otherwise prohibited by law;
2. An employee of an agency contracting with JCBDD;
3. An immediate family member of an employee of an agency contracting with JCBDD unless the Board adopts a resolution authorizing such employment; or

4. An individual who is employed by, has ownership interest in, performs or provides administrative duties for, or is a member of the governing board of an entity that provides specialized services, regardless of whether the entity contracts with JCBDD.