

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 3-10

Effective: 09/01/07

Revision No.: 2

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## **Pre-Employment Physicals**

**OVERVIEW:** This policy identifies the process for pre-employment physicals and those positions to which this policy applies.

**SCOPE:** Pre-employment physicals apply to positions identified within this policy.

### **PROVISIONS:**

1. **Pre-Employment Physicals.** The Human Resources Office shall schedule the appointment and inform the department of the arrangements.
  - a. All departments shall contact the Human Resources Office to request a pre-employment physical for final candidates to be initially assigned to classifications identified below after the initial offer but prior to the final offer for the position being extended.
  - b. Results of the pre-employment physical will be mailed to the Risk Management Office.
  - c. Verbal communication of the results may be made to the Human Resources Office prior to receipt of the official results. The Human Resources Office will then communicate the results to the department.
  
2. **Classifications Requiring Pre-Employment Physicals.** The following classifications will require pre-employment physicals:
  - a. Animal Investigations Officer
  - b. Animal Services Officer
  - c. Animal Services Supervisor
  - d. Animal Shelter Assistant
  - e. Animal Technician
  - f. Assistant Chief/Special Services
  - g. Assistant Fleet Manager
  - h. Building Maintenance Supervisor
  - i. Building Mechanic
  - j. Bureau Chief/Training
  - k. Capt/Par/Station Mgr (40,56)
  - l. Captain/Training
  - m. Correctional Officer
  - n. Corrections Counselor
  - o. Custodian

- p. Deputy Chief/Operations
- q. District Chief (40,56)
- r. Driver/Operator (40,56)
- s. Driver/Operator/Paramedic (40,56)
- t. Emergency Services Director
- u. EMT/Driver (40,56)
- v. Energy Management Specialist
- w. Energy Management Supervisor
- x. Equipment Operator (Transfer Station)
- y. Equipment Operator (I, II, III)
- z. Facilities Readiness Specialist
- aa. Facilities Supervisor
- bb. Fire Inspector
- cc. Fire Marshall
- dd. Fire Rescue Recruit

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County Manager

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County Attorney