



San Juan County

Communications Authority

Hiring Standards & Procedures

November, 2014

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Section II: Overview of the Candidate Selection/Hiring Process

The San Juan County Communications Authority is an equal opportunity employer in compliance with Title VII of the Civil Rights Act and all related state and federal guidelines.

The following is an overview of the key points of the candidate selection/hiring process (for Dispatchers and 911 Call-takers):

Pre-test Orientation – The pre-test orientation will be conducted by the Director, or designee, and is a mandatory prerequisite for entering the candidate selection/hiring process. The pre-test orientation is designed to give applicants an overview of the Communications Authority and telecommunications profession (regarding 911 call-takers and dispatchers), key expectations if employed, the selection process, and the first twelve (12) months of training. Visitors coming to pre-test orientation must sign in on the Visitor Log (Form SJCCA-V05-09). This log will be kept with the file for the applicable hiring cycle.

Initial Interview – The initial interview is a short (10 to 15 minute) panel interview (typically a four person panel) scheduled on a first come first served basis. Applicants wishing to be interviewed must present a government issued photo ID and a certified typing test (40 wpm @ 98% accuracy) before they can be interviewed.

ErgoMetrics Video Test – This is a video test that is broken out into call-taker and dispatcher sections. This test evaluates the candidate's critical thinking skills, ability to follow complex directions, pay attention to detail, and a variety of other key points related to minimum skill/ability requirements specific to telecommunications.

Second Interview – This interview is conducted by the Director and Operations Manager (or designee). The interview generally lasts about thirty (30) minutes and consists of sixteen (16) key questions.

Conditional Job Offer – Successful candidates will be given a conditional job offer immediately subsequent to the second interview. If the candidate accepts the conditional job offer (in writing), they will be given a background packet, which they must complete and return within the specified timeline, and they will be sent to the Administrative Assistant to be scheduled for electronic fingerprinting.

Background Check – The background check is conducted by the Operations Manager. The candidate may be scheduled for follow-up interviews during this phase in order to address any anomalies in their background check. A home visit, conducted by either the Director or Operations Manager, will be scheduled during the background check phase (The Director may waive this requirement as appropriate).

Psychological Assessment – This is the same psychological assessment that law enforcement officers take. It is conducted by a certified psychologist (Dr. J. Koewler).

Medical Examination – This includes a drug screen, hearing test, and TB test.

Final Job Offer – Presented once the candidate successfully completes all phases of the selection process.

Section III: Vacancies & Personnel Requisitions

Vacancy Analysis:

The process to hire an employee begins with an analysis of positions needing to be filled. The Communications Authority is allotted a set number of positions as determined by the Board of Directors.

Once a determination has been made regarding the type and number of positions needing to be filled, the Director will authorize the initiation of a hiring cycle. The schedule of events of each hiring cycle will be coordinated with the Operations Manager and Training Officer.

Once the details (schedule) of the hiring cycle have been determined and approved by the Director, the Operations Manager will coordinate the posting (open recruitment) with HR (for the hiring of 911 Call-takers and Dispatchers).

Section IV: Confidentiality Notice

Confidentiality:

The process involved in selecting and hiring an applicant to be an employee with the Communications Authority is extensive in nature and most often contains sensitive and personal information. While facts are always sought, it is not uncommon to hear rumors about these applicants, many of which are determined to be unfounded. To preserve the integrity and reputation of all applicants, the following guidelines shall be adhered to:

- All personnel engaged in any part of the hiring process will maintain confidentiality of all information learned. Sharing of information will only occur with those who are in a position associated with hiring decisions.
- Any sharing of information amongst appropriate employees regarding an applicant must be made in a private setting to ensure confidentiality.
- Any employee who has information (either positive or negative) about an applicant that (s)he feels would be beneficial to a background investigation is encouraged to speak with the background investigator (Operations Manager) individually and express those thoughts and/or concerns.
- Employees should refrain from gossiping about applicants as this is not conducive to a professional environment.

Section V: Eligibility Requirements & Failures

Hiring criteria for Telecommunicators is mandated by state statute and by direction of the San Juan County Communications Authority Director. When reviewing an applicant's eligibility, there are three categories that apply:

1. Entry Level
2. In-State Lateral
3. Out-of-State Lateral.

The specific criteria for each category are as follows:

Entry Level Applicants:

Entry level applicants are those with no prior telecommunicator experience. These applicants will be required to successfully complete the basic telecommunicator academy and become certified by the State of New Mexico Department of Public Safety within their first twelve (12) months of employment. The following criteria are required for entry level applicants.

- Applicants must attend a pre-test orientation in order to begin the testing process. The pre-test orientation is normally offered on two different days (a weekday and a weekend day) and normally lasts approximately two (2) hours. The Director may waive this requirement as he/she deems appropriate.
- Applicants who have attended a SJCCA pre-test orientation within the past twelve (12) months are eligible to proceed to the first step of the testing process, which is an initial panel interview. These interviews are conducted in blocks of time and are on a first come/first served basis. The applicant's "ticket" into the interview consists of a certified (not online) typing test (40 wpm at 98% accuracy as a minimum) and a government issued photo ID. This is an accept/decline interview and the majority of the panel must recommend accept for the applicant to move to the next step of the process. Interview panel members recommending a decline must indicate on their score sheet (Form SJCCA-T02-09) the reason for their recommendation. Applicants who live more than one hundred (100) miles from SJCCA may have their interview conducted via Skype, or similar internet technology (at the Director's discretion), in lieu of attending in person. Applicants who interview over the internet must fax (or scan and email) a copy of their certified typing test and photo ID to SJCCA prior to the interview.
- The SJCCA Director determines the specific questions or scenarios used in the interview. See APPENDIX (Phase One Questions).
- Successful applicants will then be scheduled for an ErgoMetrics video test, which will take place on a separate date.
- Applicants who achieve an acceptable score on their ErgoMetrics test will be individually scheduled (by the Operations Manager) for a second interview. This interview will be conducted by the Director and Operations Manager (or designee(s)). Both interviewers must recommend

that the applicant proceed to the next step of the process for the applicant to be moved forward. Scores and notes will be maintained on individual score sheets (Form SJCCA-T03-09).

- The SJCCA Director determines the specific questions or scenarios used in this interview. See APPENDIX (Phase Three Questions).
- Successful applicants will then be given a conditional job offer (which they must sign).
- Once the conditional job offer has been signed, the applicant will be given a background packet and set up for electronic fingerprints. This is normally handled by the Administrative Assistant.
- Applicants will have either five (5) or seven (7) days (as determined by the Director) to complete the background packet and return it to SJCCA. Failure to return the background packet within the allotted time will be cause for immediate dismissal from the selection process.
- Once the background packet has been returned to SJCCA the Operations Manager will begin the background check. This will include a NCIC III, state driver's history, and locals check.
- An applicant admitting to using marijuana, synthetic marijuana, or non-prescription steroids within the last 12 months will be immediately disqualified. A person admitting to using methamphetamine, LSD (acid), or heroin at any time will be immediately disqualified. A person admitting to using any other controlled substance, illegal drug or narcotics, to include bath salts, or has shown a pattern of abuse of prescription medication within the last three (3) years will be immediately disqualified. Definition of "using" includes trying and/or experimenting with any controlled substance. Inquire to frequency and amount of usage to identify habitual use.
- Felony, DV, DWI, crimes of moral turpitude, theft, aggravated assault convictions, controlled substance use and dishonorable discharges will be addressed per NMSA 1978 Section 29-7C-1 to 29-7C-9.
- Background discoveries that *may* lead to immediate dismissal from the selection process:
 - Any discoveries that are in violation of NMSA 1978 Section 29-7C-1 to 29-7C-9
 - Any discoveries of deception
 - Unfavorable employment history
 - Actions or crimes of moral turpitude
 - A history of conduct that would jeopardize public trust in the public safety communications profession.
- Background checks will also include a home visit by the Director or designee (for applicants living within one hundred (100) miles only).
- A psychological assessment will then be conducted. An IQ score of at least 100 is required. An IQ score lower than 100, or indications of severe mental health or behavioral/emotional problems are grounds for dismissal from the selection process.
- Successful applicants will be scheduled for a medical examination (Drug screen, hearing test, TB-tine test). Failure to pass any part of the medical examination will be grounds for elimination from the selection process, with the exception that failure to meet statutory requirements in regard to hearing tests will be given ADA consideration (reasonable accommodation if/when appropriate).
- Any discrepancies or indications of deception on the application, panel interview, pre-background interview, or the background investigation will be grounds for immediate dismissal from the selection process.

In-State Lateral Applicants:

In-state lateral applicants are those who have, at minimum, received a telecommunicator certification through the State of New Mexico and that certification is still valid. In addition, telecommunicator certification must have been valid for a minimum of two (2) consecutive years (24 months) prior to the application.

As a general rule, in-state lateral applicants will be subject to the same process as an entry level applicant. However, the Director may waive certain aspects of the testing/selection process other than background check, psychological assessment, and medical screening.

Out-of-State Lateral Applicants:

Out-of-state lateral applicants are those who can, at minimum, demonstrate twenty-four consecutive months of successful employment in a 911 Dispatch Center within the last thirty (30) months.

As a general rule, out-of-state lateral applicants will be subject to the same process as an entry level applicant. However, the Director may waive certain aspects of the testing/selection process other than background check, psychological assessment, and medical screening.

Failed Applicant Re-Testing/Re-Application Process:

Applicants who have failed a particular portion of the hiring process may be eligible for re-application depending on the previous failure point. In most cases, applicants who fail a particular portion of the testing/selection process must wait a minimum of twelve (12) months before they are eligible to re-apply.

Failures due to discoveries of deception, actions or crimes of moral turpitude, or a history of conduct that would jeopardize public trust in the public safety communications profession, or any felony conviction will result in the applicant being permanently barred from re-application.

Failures due to non-satisfactory drug screening will be evaluated on a case-by-case basis. However, in most cases the applicant will be permanently barred for re-application based on deception in the background packet.

Failures due to a non-satisfactory psychological assessment will be determined by the Director on a case-by-case basis.

Candidate Failure Notifications:

Notifications to applicants of their failure point will follow the below criteria:

Applicants who do not attend pre-test orientation will receive no notification.

Applicants who fail at the following points will receive email notification (from the Operation Mgr), which will contain re-application instructions.

- First interview
- ErgoMetrics Video Test
- Second interview

Applicants who fail at the following points will receive verbal notification (from the Operations Mgr) and a follow-up letter from the Director.

- Background check
- Psychological assessment
- Medical screening

Section VI: Recruiting & Applications

Recruiting Resources:

The SJCCA Operations Manager is in charge of employee recruitment. The Communications Authority maintains basic levels of recruiting resources such as the Communications Authority website and Facebook account. The Operations Manager is responsible for ensuring that all information on the website is up-to-date and accurate. Any required changes should be brought to the attention of the web designer.

The San Juan County Human Resources Department maintains and utilizes specific advertising resources which are also available to the Communications Authority for recruitment purposes.

In addition, SJCCA should recruit through APCO and NENA resources as available and appropriate.

Applications:

All job applications are completed and submitted through the county's website. Applications are then forwarded to the Operations Manager, or the Operations Manager has access to the applications through the NEOGOV system.

Lateral Applications:

Lateral applications are accepted via the NEOGOV system only during the open recruitment time frame.

Entry Level Applicants

Entry level applications are accepted via the NEOGOV system only during the open recruitment time frame.

Testing Dates:

Testing dates for all applicants are set by the Director and should be coordinated, as appropriate, in consideration of other training opportunities and organizational needs.

Interview/Testing Time Scheduling:

Interview times should be scheduled at appropriate intervals with a lunch break for the interview panel. Consideration should be given to out-of-state applicants who may be under time restrictions and scheduled accordingly.

Candidates should be given the cell phone number of the Operations Manager to contact in case, for any reason, they will be late or are unable to show up to their scheduled appointment time. This can be listed on the appointment time sheet given to each candidate with their specific instructions.

Section VII: Interviews

The panel interview is one of the most important aspects of the hiring process. It allows for a glimpse of a candidate's "fit" within the dispatch floor dynamic; not just their technical capabilities. There are many aspects of the interview including legal restrictions that must be adhered to.

SJCCA conducts two separate interviews during the testing/selection process for 911 Call-takers and Dispatchers.

Initial Interview Panel Selection:

The interview panel (initial interview) consists of three or four members of SJCCA (Excluding the Director and Operations Manager). The selection of this panel is at the discretion of the Director. Members of this panel will be briefed on the proper conduct of the interview, as well as, scoring parameters. The Director (or designee) will select a panel member to serve as the Chairperson of the panel. The panel Chairperson is responsible for ensuring the proper process and conduct of the interview process.

The same panel should be utilized for all of the initial interviews. This allows for consistency in scoring and an accurate depiction of top performers.

Interview Panel Materials:

Prior to the beginning of each interview, the interview panel should be provided the following information:

- Interview Questions (Form SJCCA-T01-09 revised 06-10-14)
- Blank Candidate Assessment (Form SJCCA-T02-09 revised 06-10-14)
- ErgoMetrics Sign-up Sheet (Form SJCCA-V06-09)
- Interviewer's "Rules of Engagement"
- Panel Chairperson Guidelines (Chair only)

Interview Specifics:

There are some crucial areas in regards to the panel interview that members should understand.

- The interview starts at first contact. Accompanying "chatter", while harmless in meaning, can be construed as discriminatory. Inquiries into prohibited topics should be avoided.
- Each interview panel member is responsible for reading and signing the interviewer's "Rules of Engagement".

- All questions must have an interviewer score with them. The Panel Chairperson will ensure this is done.
- If a score is changed by an interviewer, (s)he must cross it out, initial it, and write in the new score. The Panel Chairperson will ensure this is done.

Scoring the Interview:

Each panel member will score their questions independently of each other. Once the interviewee's scores are completed, the Panel Chairperson will collect the score sheets. Interviewees receiving not more than two "Poor" ratings from each panelist will be scheduled for the ErgoMetrics video test.

Second Interview:

Candidates successfully meeting the standard in the ErgoMetrics video test will receive a second interview. This interview will be Scheduled by the Operations Manager and conducted by the Director and Operations Manager (or designee(s)). Only approved interview questions (Form SJCCA-T03-09) will be asked during this interview. Follow-up questions (directly and specifically related to the candidate's answer) may be asked as long as the follow-up question does not contain a prohibited question (health, age, et.) and is not intended to solicit an answer that would disclose information not appropriate for an interview. The candidate will be scored on Form SJCCA-T04-09. Candidates with more than two (2) "Poor" ratings from each, or either, interviewer will not be allowed to proceed any further in the selection process.

Applicants approved to continue the testing/selection process from the second interview will be given a condition offer of employment, which they must accept in writing in order to proceed.

Section VIII: ErgoMetrics Video Test

If a candidate is recommended (as an outcome of the initial interview) to move to the next step of the testing process, they will sign the ErgoMetrics sign-up sheet (This is done by proxy (the Panel Chairperson) for internet interviews) and they will be provided a form indicating the time/date/location of the ErgoMetrics test, food and beverage rules, rules of conduct, and contact information for the Operations Manager, or designee.

The ErgoMetrics test will be administered by the Training Coordinator, or designee, at the time specified. Late arrivals will not be allowed to test and will not be allowed to proceed further in the testing process. The Director, or designee, may make an exception to this rule on a case-by-case basis.

Score sheets will be sent to ErgoMetrics within twenty-four (24) hours of the completion of the test and all other materials will be handled in accordance with rules established by ErgoMetrics.

Section IX: Background Check

If a candidate accepts the conditional offer of employment, the background packet will be provided. This packet consists of a Release of Information form (SJCCA-R-101-11) and a Personal History & Integrity Questionnaire.

Background Packet:

Candidates given a background packet must return the fully completed packet within five (5) or seven (7) days, as determined by the Director.

Background Materials:

The background materials include the NCIC III, driving history, fingerprint submission, Personal History & Integrity Questionnaire, and the Authorization for Release of Information.

- Authorization for Release of Information:
 - Prior to any information being obtained for the background investigation, the candidate must sign and have notarized the “Authorization for Release of Information” form (Form SJCCA-R-101-11).
 - The Communications Authority has multiple notaries that can assist with any notarizing needs.
 - This form is then utilized to obtain information from outside sources about the candidate.

- Personal History & Integrity Questionnaire (PHIQ):
 - The PHIQ is an extensive document that the candidate MUST complete prior to the background investigation starting.

- Fingerprint Submission:
 - NCIC rules require that a fingerprint submission be completed at the same time a NCIC III is run when done for employment purposes.
 - The Communications Authority Administrative Assistant is in charge of handling fingerprint submissions.

- NCIC III:
 - Once the candidate returns their background packet (properly completed) the Operations Manager will ensure that an NCIC III is run on the candidate. This is normally conducted by the SJCCA Warrants Officer or Warrants Clerk.

NOTE: The information obtained in the NCIC III is extremely sensitive and should be secured in the background file as soon as received. Once added, it will not be removed, copied, or given to anyone other than the Director.

- Driving History:
 - The Operations Manager will ensure that a driving history is run in all states that the applicant has indicated (s)he has held a driver's license. This information is obtained from the completed PHIQ.
- Locals Check:
 - The Operations Manager will ensure that the local database is checked for criminal history on the candidate.

Section X: The Background Investigation & Staff Review

Background Investigation Assignment:

Once all documentation has been received from the candidate and all pre-background materials obtained, the information should be compiled into a background folder which is maintained by the Operations Manager who serves as the background investigator. The Operations Manager must have it completed and the Director briefed on results within the timelines established by the Director. When necessary, the Director will serve as the background investigator. A home visit is an essential part of the background investigation and will be scheduled and conducted by the Operations Manager and/or the Director.

The final decision whether to accept or reject an applicant's background will rest with the Director.

- If approved, the Operations Manager will ensure that the candidate is scheduled for psychiatric assessment. The psychiatric assessment is conducted by Dr. John Koewler (555 S. Schwartz, Farmington, NM).
- If rejected, The Operations Manager will notify the candidate by telephone and a follow-up letter will be sent. The notifications will specifically state the conditional offer of employment is rescinded. The Operations Manager will then ensure that all documentation has been compiled up to that point and the file will be scanned into a secure electronic folder. Once scanned, the original documents will be properly shredded.

NOTE: Pertinent factors regarding home visits:

- Home visits will be conducted at a time that will allow the investigator to meet with the candidate's primary support structure (i.e. the people they live with)
- Home visits are not intended to be intrusive and should not exceed fifteen to thirty minutes in duration.
- The purpose of the home visit is to look for obvious signs of lifestyle activities that may be inconsistent with the requirements of a career in public safety communications, such as drug abuse, physical abuse, or association with a criminal element. In addition, the home visit is a continuation of the process of evaluating a candidate's character including, but not limited to, honesty, integrity, reliability, judgment, and mental health.
- The investigator may interview the candidate's neighbors. The investigator will identify himself and state the purpose of their inquiry. The investigator may inquire about any suspicious activity, neighborhood conflicts involving the candidate, and general impressions of the candidate.
- The result of the home visit may not be, in itself, reason to disqualify a candidate. However, the home visit may be a catalyst for further inquiry into the suitability of a candidate as an employee of SJCCA.

Section II:

Section XI: Psychological Examination

Process & Paperwork:

The psychological examination is a requirement of the Communications Authority. Candidates should take the psychological exam only after successfully completing the background check.

- Results of the psychological examination are confidential in nature and HIPPA rules must be adhered to.
- A completed examining doctor's narrative form must be received and included in the candidate's file.
- Once a candidate becomes an employee of SJCCA all documentation from the Psychological examination will be moved to the employee's medical file.
- Results of the psychological examination will not be shared with anyone, including the candidate, unless approved by the Director.

Section XII: Medical Examination

Medical examinations are required for all applicants. The TB test may be waived by the Director if the candidate can produce proof of test results within the last six (6) months.

Required Medical Exams:

SJCCA requires acceptable results from the following medical examinations (scheduled through San Juan County HR).

- Drug screen (normally a blood test. Director may stipulate hair follicle test)
- Hearing Test
- TB-tine test

Section XIII: Eligibility Lists

Eligibility List Considerations:

Applicants who pass all portions of the testing process up to, and including, the second interview, but for whom there are no current positions available may be placed on a twelve (12) month eligibility list. After twelve months this list is considered expired and all applicants on the list will be required to retest at a later date if they so desire.

Placement on an eligibility list does not guarantee employment; it is merely a second consideration if and when a position becomes available.

Section XIV: Final Review & Offer of Employment

Final Review:

After successful completion of all facets of the selection process, the candidate's file is ready for a final review. If there are no concerns, this review may be completed by the Operations Manager. Once a final review has been conducted, the Director will be advised that the candidate is ready for a final offer of employment.

Offer of Employment:

Once approved by the Director, the final offer of employment may be verbally given to the candidate by the Operations Manager. The Operations Manager will generate a Letter (final job offer) for the Director's signature, which will then be sent to the candidate. A copy of the final job offer will be provided to the Administrative Assistant, who will contact HR.

The Operations Manager should maintain contact with the employee to ensure they understand all details and know when their employment begins.

NOTE: Approximately thirty (30) days out from a potential hire date the Operations Manager will notify (via email) each candidate still in the selection process of the paperwork they will need their first day of employment. This will give the candidate ample time to gather the required documents. These documents include:

Social Security Card

Certified Copy of Birth Certificate

Original H.S. Diploma, or Certified (and sealed) Copy of Transcripts. In addition, if the applicant has referred to a college degree in their background packet they must provide their College Diploma as verification, though it is not required for employment.

DD214 (If prior military)

Section XV: New Employee Tasks

The following tasks regarding new employees are conducted prior to employment or during the first couple of days of employment at the Communications Authority.

Administrative Assistant Tasks:

The following items must be returned or submitted to the Administrative Assistant:

- Signed job description (provided to employee by SJCCA Training Coordinator)
- Emergency contact information
- Certified copy of birth certificate
- Copy of H.S. diploma or GED equivalent or certified copy of college transcripts
- Copy of DD214 (if applicable)
- Copy of applicable forms for foreign persons authorized to work in the U.S.
- Copy of Social Security Card
- EMD certification (both Priority Dispatch certification and NM EMD certification), once completed and when appropriate.
- Copy of PST certification (once received or if already certified in NM).

The following tasks are completed by the Administrative Assistant:

- Enter employee into time card database.
- Ensures that County HR sets appointments for pre-hire drug screen, hearing test, and TB-tine test.
- Create personnel file.
- Ensure that New Mexico PST Academy paperwork is completed and submitted.

Systems Administrator Tasks:

The following tasks are completed by the Systems Administrator:

- Create necessary logins & user profiles in order to access all systems necessary to perform duties. This is accomplished once the new user's information is supplied to the Systems Administrator by the Operations Manager.
- Ensure that keyless entry FOB is created for the employee and provided to the Training Coordinator for issue.
- Create initial user passwords (This information is provided to the Training Coordinator)

Director Tasks:

The following items must be completed by the Director:

- Take employee photographs and create/issue ID Card and ID Badge

Operations Manager Tasks:

The following tasks are completed by the Operations Manager:

- Ensures that candidate's completed release and background packet (including any notes) is forwarded to the Administrative Assistant for inclusion in the proper file.
- Ensures that an NCIC III is forwarded to the Administrative Assistant for inclusion in the proper file.
- Ensures that the driver's check is forwarded to the Administrative Assistant for inclusion in the proper file.
- Informs the System Administrator of each new employee's R#.

Section XVI: File & Record Maintenance

To maintain organization of the applicant file system, the following procedures should be followed:

Failed Applicant Files:

Any file and/or associated paperwork for a failed applicant will be forwarded to the Administrative Assistant with a completed Candidate Disposition sheet. Per NMAC 1.15.6.102 – 1.15.6.103, rejected applications and background investigations of individuals not hired shall be maintained for a period of three (3) years.

Successful Applicant Files:

Any file of a successful applicant shall be forwarded to the Administrative Assistant for proper filing.

Discarding Hiring Material:

At no time shall any document regarding any hiring related material specific to an applicant be discarded. However, documents may be electronically scanned and maintained and the paper copy may be shredded. All documents should be placed in the proper hiring folder.

Section XVII: Apendix

Qualifications for Certification (NMSA 1978 Section 29-7C-1 to 29-7C-9)

- A. An applicant for certification shall provide evidence satisfactory to the board that (s)he:
1. is a citizen of the United States and is at least 18 years old; and
 2. holds a high school diploma or the equivalent; and
 3. holds a valid driver's license; and
 4. has not been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding his/her application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States; and
 5. after examination by a licensed physician, is free of any physical condition that might adversely affect his/her ability to perform the training required to complete prescribed/required training, or might adversely affect his/her ability to perform as a communications officer. Adverse physical conditions will be given consideration as per ADA (reasonable accommodations); and
 6. after examination by a certified psychologist, is free of any emotional or mental condition that might adversely affect his/her performance as a communications officer or prohibit him/her from successfully completing all prescribed telecommunicator training required for Telecommunicators under The Law Enforcement Training Act; and
 7. is of good moral character; and
 8. has met any other requirements for certification prescribed by the board pursuant to regulations adopted by the board.



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Release of Information for Job Applicants

This form must be completed by all SJCCA applicants following relevant skills testing. Failure to complete this form will preclude the applicant from further consideration.

Please Read Carefully

This release and authorization acknowledges that SJCCA may now, or at any time while I am employed, conduct a check and verification of my education, previous employment/work history, credit history, motor vehicle records, or criminal history record information. SJCCA may also contact my personal references and conduct drug or alcohol testing. The results of this verification process will be used to determine employment eligibility under SJCCA's employment policies.

Applicant's Statement:

I authorize SJCCA and any of its agents to conduct verifications as described above. I also authorize previous employers to verbally confirm employment information and produce records concerning my employment with them to SJCCA for purposes of verifying previous employment. I authorize individuals, schools, current and former employers, and other organizations and agencies to provide SJCCA with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge SJCCA and any of its agents to the full extent permitted by law from any claims, damages, losses, liabilities, costs, and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information concerning my background. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive, upon written request, a disclosure of the public record information and the nature and scope of the investigative report.

I have read and understand this release and consent, and I authorize the background verification.

CONFIDENTIAL INFORMATION
FOR POSITIVE IDENTIFICATION PURPOSES ONLY

APPLICANT:

Name – Type or Printed

Social Security Number

Signature

Date of Birth

Other names used: maiden, nickname,
former or married name

Driver's License Number

Physical Address (number and street)

DL State Today's Date

Physical Address (city & state)

Forms List for PST Academy

| | |
|-----------------|--|
| Form No. LEA-1 | Application for Admission/Certification |
| Form No. LEA-3A | PST Audiology Compliance Form |
| Form No. LEA-5 | Fingerprint Affidavit |
| Form No. LEA-6 | Applicant Affidavit |
| Form No. LEA-7 | Mental Physical, Emotional Certification |
| Form No. LEA-8 | Waiver of Liability |
| Form No. LEA-9 | Release of Information |
| Form No. LEA-10 | Employment Verification |
| Form No. LEA-12 | Applicant Affidavit of United States Citizenship or Legal Residency or Proof of U.S. Citizenship Issued by an Official Government Agency |
| Form No. LEA-82 | Agency Employment Action |

Notarized copy of High School Diploma, G.E.D. Certificate, or College Diploma, or Official/Certified Transcripts

Notarized copy of DD214 form (if applicant has had military service)

Purchase Order (for tuition)

Notarized copy of Handicap Statement