

# HIRING INFORMATION

- **Applications** must be filled out completely and show clearly that the employment standards listed on the front of the job announcement are satisfied. Information provided is subject to verification. All applications are reviewed and most qualified applicants are invited to continue in the examination process.
- **An Eligible List** containing the names of all qualified candidates will be compiled for classified positions according to scores received in the examination process. A certification list, containing the top names of the eligible candidates, is sent to each department with a vacancy. An eligible candidate not selected may remain on the list and be certified to other vacancies as they occur. An open list is valid for six months, unless exhausted sooner, but may be extended to a maximum of two years.
- **Employment requirements** include satisfactory completion of: a City-paid medical exam by a City designated physician based upon job-related physical standards, fingerprinting, and a police record check. Designated positions require a psychological evaluation, polygraph test, drug screen, and background investigation. Some positions are covered by the Department of Transportation (DOT) Drug & Alcohol Testing Program.
- **A probationary period** must be satisfactorily completed for all classified positions. The probationary period is regarded as a continuation of the testing process, during which time an employee may be rejected at any time without cause and without right of appeal.
- The **Unclassified/At-will** designation refers to full-time employees in certain classifications and all regular part-time employees. The Unclassified employee is at-will, has no probationary period, and may be rejected at any time, without cause, and without the right of appeal to the Civil Service Commission.
- In compliance with the **Americans with Disabilities Act (ADA)**, applicants with a disability who require special testing arrangements should contact Human Resources.
- **Equal Employment Opportunity** encourages applications from all qualified candidates without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age (over 40), disability status, medical condition, marital status, or pregnancy.
- In compliance with the **Immigration Reform and Control Act of 1986**, if you are selected for employment with the City of Santa Barbara, you will be required to provide proof of identity and work eligibility within three business days of your hire date.
- Santa Barbara is managed under **the Council/City Administrator form of government**. City government services are provided by eleven departments: Administrative Services, Airport, City Attorney, Community Development, Finance, Fire, Library, Parks & Recreation, Police, Public Works, and Waterfront. The City Administrator is also the appointed City Clerk/City Treasurer. The annual operating and capital budgets total approximately \$209 million with a full-time authorized work force of over 1000 employees.

