CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number:
Date: 11/1/17
Section: Personnel

SUBJECT: Pre-Employment Screening

I. PURPOSE

It is the purpose of this policy to promote consistency in hiring practices and appropriate, job-related screening of finalists for County positions. Effective pre-employment screening is intended to evaluate a finalist's suitability for the particular position for which s/he is being considered and to protect the safety and security of employees, clients, residents and the public, and County assets.

II. AUTHORITY

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and the responsibility to establish and enforce personnel policies in County departments and agencies, including pre-employment screening.

III. POLICY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

As a condition of employment, finalists for full-time, part-time, extra help, contingent workers (i.e. agency temporary employees), and temporary positions will be required to successfully pass pre-employment background investigation, medical examinations, drug screening, Department of Motor Vehicles (DMV) license check/pull notice, or other requirements that have been identified as appropriate for the position. Screening requirements may vary by department and this policy does not supersede more specific department pre-employment screening policies such as may exist in law enforcement, public protection and health departments.

IV. RESPONSIBILITIES

The Human Resources Department is responsible for maintaining a master list of background screening requirements for each active County classification. Human Resources shall provide training and support to Department Heads and Human Resource Liaisons about the County's pre-employment screening policies and procedures and appropriate standards to meet policy requirements.

Department Heads are responsible for ensuring compliance with all rules, laws, standards, and policies applicable to their department. Department Heads shall inform Human Resources of any new or revised legal mandates related to positions in their departments so that these mandates may be incorporated into the master list maintained by Human Resources. Departments with department-specific pre-employment screening policies will ensure they are consistent with this Administrative Bulletin and will provide a current copy to the Director of Human Resources.

V. PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

After receiving a conditional offer of employment, finalists for County employment will undergo a fingerprint check and may be subject to a background investigation depending on the job type. The specific components of the background investigation will be limited to job-related and/or legally mandated investigations based on the nature and duties of the position(s) sought. Post-offer, pre-employment background investigations may include: criminal conviction history, verification of current and prior employment, verification of academic credentials, verification of licenses and certifications, credit history, driving history, and other inquiries that are determined to be relevant for the job.

Background investigations are conducted with the full knowledge and consent of the finalist. Finalists will be provided with all rights afforded by, and all notifications required under applicable State and Federal law, including the Fair Credit Reporting Act (FCRA) (15 U.S.C. § 1681.), California Investigative Consumer Reporting Agencies Act ("ICRAA") (CA Civil Code §§ 1786 et seq.), and the California Consumer Credit Reporting Agencies Act ("CCRAA") (CA Civil Code §§ 1785.1 et seq.), and will be required to sign releases authorizing the background investigations. A refusal to sign a release form will constitute a rejection of the conditional offer and will eliminate the finalist from further consideration for employment.

Unless otherwise provided by law, having a criminal conviction history or negative result from another component of the Pre-Employment Screening such as Department of Motor Vehicles check, reference checks, public records search, on-line/social media search, or civil case record search are not an automatic bar to employment. The nature and date of any criminal conviction or negative result of the pre-employment screening and its relevance to the finalist's suitability for the particular position, and whether the finalist's employment by the County poses an unacceptable risk will be considered on a case-by-case basis. The appointing authority, in consultation with the Human Resources Department, will evaluate whether a sufficient job-related connection exists between the conviction or other negative result, and the specific duties of the position in question. In making the decision, the appointing authority will carefully consider the potential impact of the adverse information on the safety and security of employees, clients, residents and the public, and the security of County assets. Similarly, in those instances where a credit check is performed for a position specified in California Labor Code Section 1024.5, having a poor credit history may not necessarily preclude employment in and of itself, but will be evaluated on a case-by-case basis.

VI. COST OF TESTING

The County shall bear the cost of all initial pre-employment screening.

VII. PRIVACY RIGHTS

Privacy and confidentiality of all information obtained in the pre-employment screening process will be adhered to in accordance with applicable state and federal regulations.

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David Twa
County Administrator

Originating Department:　　　Human Resources