

## CHAPTER 5 CLASSIFICATIONS NOT REQUIRING EXAMINATIONS

**1.0 CLASSIFICATIONS NOT REQUIRING HIGHER EDUCATION OR EXAMINATION.** Classifications where there is evidence that open or limited competition is not practical, such as for unskilled positions for which there are no minimum qualifications, may be filled by noncompetitive appointments.

**1.1** Classifications not requiring higher education or experience.

- |                       |                              |
|-----------------------|------------------------------|
| 1. Page               | 8. Animal Attendant          |
| 2. Library Clerk      | 9. Animal Control Officer    |
| 3. Personal Care Aide | 10. Kennel Aide              |
| 4. Homemaker          | 11. FairPark Concession Aide |
| 5. Starter            | 12. Custodian                |
| 6. Grounds Keeper     | 13. Laborer                  |
| 7. Grounds Crew       | 14. Trainee - any function   |

**1.2** Classifications requiring specific experience for which it is not practical or feasible to test by written examination.

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|------------------------------|---------------------------------------|
| 1. Food Service Coordinator  | 8. Mechanic Helper                    |
| 2. Corrections Cook          | 9. Mechanic                           |
| 3. Human Service Aide        | 10. Building Maintenance Worker       |
| 4. Volunteer Coordinator     | 11. Heavy Equipment Operator          |
| 5. Weatherization Specialist | 12. Truck Driver                      |
| 6. EMT                       | 13. Driver                            |
| 7. Weed Control Sprayer      | 14. Animal Control Maintenance Worker |

**2.0** The Personnel Director shall periodically promulgate an up-to-date list of classifications assigned to the above list.

**3.0** Certification shall be a result of evaluation of factors which specifically deal with the particular vacancy, such as: ability to perform essential duties, past employment record, and references. The evaluation shall be performed by the Personnel Director.

**4.0** Requests for positions within these categories shall conform to procedures as stated in Chapter 6, Establishment of Registers and Chapter 7, Certification of Eligible Applicants from Registers.

**5.0** Upon receipt of an approved requisition, the County Personnel Director shall certify and submit in writing to the Administrative Officer all of the names of available persons from

the most appropriate eligibility list and/or register on an alphabetical basis. Without regard to Chapter 6, 2.0-2.1, the Administrative Officer may then select any one of the names appearing on the list.