

# **Applicant Handbook**

## **A Guide to City-Parish Civil Service**

Department of Human Resources

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## *Introduction*

The award-winning City-Parish Government offers exciting career opportunities in architecture, clerical support, engineering, heavy equipment operations, information services, library services, social services, urban planning and more. It is our goal that this recruitment guide will provide applicants with the information necessary to pursue a career with the City of Baton Rouge-Parish of East Baton Rouge. Offering excellent benefits and growth opportunities, we welcome your employment application and are here to help you along the way.

## *Human Resources Mission Statement*

To provide leadership and partnership in creating and implementing innovative people strategies in order to meet the current and emerging human resources needs of the diverse population of employees and citizens of the City of Baton Rouge and Parish of East Baton Rouge.

## *Organization of City-Parish Government*



The City of Baton Rouge and Parish of East Baton Rouge operate under a charter entitled The Plan of Government, which became effective on January 1, 1949. The Plan is unique in that the government of the City of Baton Rouge substantially consolidated with that of the parish. The Metropolitan Council of the Parish of East Baton Rouge serves as the governing authority of the city and parish. Its authority is exercised over the city and parish general funds, all districts created by the council, the Greater Baton Rouge Airport District, the Public Transportation Commission, the East Baton Rouge Sewerage Control Commission and the Greater Baton Rouge Parking Authority. The Council is required by the Plan of Government to conduct meetings on the second and fourth Wednesdays of every month. The Mayor-President is elected at large and is the chief executive officer for the City-Parish, supervising and directing the administration of all departments, offices, and agencies of the government. The Mayor keeps the Metropolitan Council informed of the financial condition of the government, with recommendations for action; submits the annual budget to the Council; and performs other duties prescribed by the Plan of Government, ordinances, and resolutions.

# *City-Parish Benefits*

## **Retirement Benefits:**

### ➤ *Retirement Program*

City-Parish employees do not contribute to the Social Security system. Instead, employees participate in the City-Parish retirement system which is funded by a percentage of salary contributions from employees and also from contributions by the City-Parish. Employees with 25 years of service earn a retirement benefit of 75% of the average of their highest 3 years' salaries.

### ➤ *Tax Deferred Compensation*

Employees are eligible to have a portion of their salary paid directly to a tax deferred compensation program thus reducing current taxable income. The deferred compensation program allows employees to invest a portion of their current earnings into an account for future retirement.

### ➤ *Deferred Retirement Option Plan*

The Deferred Retirement Option Plan (DROP) is an optional program in which City employees eligible for retirement may elect to freeze their regular retirement benefits and to have those benefits deposited in a special interest-bearing account while they continue to work. They continue to draw their regular salary plus the percentage they formerly contributed to the retirement system.

## **Education/Employee Development:**

### ➤ *Tuition Reimbursement Program*

The Tuition Reimbursement Program affords City-Parish employees an opportunity to obtain additional education in their fields, therefore, increasing their job skills and preparing them for future advancement.

### ➤ *Employee Relations Division*

The Employee Relations Division provides employees with a means to increase their capabilities and opportunities for advancement. Below is a list of a few computer and developmental classes that are offered:

Access

Computer Literacy

Defensive Driving

Excel

Internet

Leadership Academy

New Employee Orientation

PowerPoint

Word

### *Professional Organizations/Certifications*

The City-Parish encourages participation in and certification by professional organizations in various fields.

**Insurance:**

➤ ***Medical/Dental Insurance***

Employees of the City-Parish and their dependents are eligible to participate in a group medical hospitalization program at the onset of work. The City-Parish offers a POS (Point of Service) plan for their medical insurance and a separate dental insurance plan is also available. Most of the cost for these plans is paid by the City-Parish.

➤ ***Life Insurance***

City Parish provides a group life policy on each employee at no cost to the employee. The policy includes both term life insurance and accidental death and dismemberment insurance. Supplemental life insurance policies are available for nominal fees.

**Paid Leave Benefits:**

➤ ***Civil Leave***

Employees are granted time off without loss of pay or vacation time when performing jury duty or when subpoenaed to appear before a court public body or commission.

➤ ***Funeral leave***

Leave, without loss of pay, is granted to employees for the purpose of attending the funerals of close family members.

➤ ***Holidays***

All employees in the classified civil service receive eleven paid holidays annually including:

- New Year's Day
- Martin Luther King's birthday
- Mardi Gras
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- A floating holiday

➤ ***Military Leave***

Employees who volunteer, or are ordered into the armed forces, are granted fifteen days with pay per calendar year for military service.

➤ ***Sick Leave***

Employees hired on or after April 4, 2015 will receive 12 days (hours proportionate to a 40 hour workweek) of sick leave per year throughout their career, limited to a maximum of 480 hours.

➤ *Vacation Leave*

Vacation leave is earned on a pro-rated schedule according to years of service beginning with one day per month up to a maximum of 2 days per month. Vacation leave may be accrued up to a maximum of five years of time.

**Other Financial Benefits:**

➤ *Credit Union*

Employees and family members are eligible to join the credit union at any time. Payroll deductions are used for the purchase of shares and the repayment of loans. The credit union offers accounts and automatic teller machine use to all members

# *Application Process*

If interested in pursuing career opportunities with the City-Parish government, it is necessary for applicants to complete an employment application and, for many positions, take a written examination. A position must be open for application for interested applicants to apply. The best ways to research these opportunities are by visiting our web site at [www.brgov.com/dept/hr](http://www.brgov.com/dept/hr). New positions are listed each week.

Many of our positions require a written examination. The listings on the web site will indicate if an examination is required. All positions of interest require a completed employment application, which may be downloaded from the web. If applying for a position requiring a written examination, applicants bring the completed employment application, along with a picture identification and proof of social security number and any relevant educational documents to the Recruitment office on a test day, at the check-in time listed on the employment examination schedule (also available on our site). Testing is on a first-come, first-served basis; no appointment is necessary.

Personal data assistants, beepers, cell phones and other communication devices are not permitted in the test room. Possession of such devices may result in disqualification.

If applying for a position that does not require a written test, employment applications may be mailed or faxed to the Recruitment office.



It is important to be thorough when completing the employment application and provide supporting documentation such as transcripts, military discharge papers (DD-214) and the like. Résumés are welcome in addition to the employment application but are not accepted in lieu of the application form.

City-Parish applicants are expected to provide accurate and complete application information regarding employment and education history. Any misrepresentation of information will disqualify applicants from employment consideration and subject current employees to dismissal.

Scores are based on a written examination, education and experience or a combination of the two. Scores are mailed to applicants' homes. With that score, candidates are placed on employment lists, in order by score. Applicants in the top 3 grade groups are certified for interview. Scores are valid for one year from the date applicants are placed on employment registers.

It is also recommended that all interested clerical applicants take PC skills examinations and accounting applicants take a Lotus or Excel skills examination. Other positions may require PC skills. These are listed on job announcements as applicable. Picture identification and proof of social security number are required for entry to the test.

You may take a PC skills test if any one of the following applies to you:

-  You are currently on an employment list that may require PC skills
-  You are going to be applying for/testing for a currently posted job that requires PC skills

If you are not currently on an employment list but qualify to take the PC skills test under the 2<sup>nd</sup> option you are required to bring a completed employment application with you on your PC skills testing day. Your application will be reviewed to ensure that you meet the minimum requirements to apply/test for the position in which you are interested.

Failed examinations may be retaken after 3 months, provided that the position is open for application at that time. (Job announcements should be referenced at 344-4636 • Current Openings - Ext. 1603 • Continuous Openings - Ext. 1604 • Promotional Openings - Ext. 1609 or at [www.brgov.com/dept/hr](http://www.brgov.com/dept/hr).) Passed examinations may be

retaken after six months, also provided that the position is open for application. It is important to note that if a test is retaken, the most recent score stands. The applicant does not have the option of selecting the better of the two.

Criminal Record Checks are run on all applicants selected for hire. A criminal history is not necessarily a bar to employment.



# *How to Fill Out Your City Parish Employment Application*

Many applicants either have their applications rejected or their scores affected by application errors that may be avoided. The following list is an effort to help you avoid the most common mistakes. Please read it carefully before submitting your employment application.

## **Education Related Information**

Provide a copy of your high school diploma with your application (unless you will be submitting a college diploma).

If your college diploma does not specify what your major field of study was, a transcript is a better document to submit. Education points may be awarded, in many cases, only if the specific degree is indicated.

It is best to include all levels of higher education documentation because credit may be given for a specific bachelor's degree that would not be evident on a master's diploma.

Even if you did not complete college, it is still beneficial to submit a transcript of completed courses because partial credit may be afforded.

If you are applying for a position that requires a college degree and you either did not complete college, or completed but not in the required field, you must list your major undergraduate subjects and credit hours to be considered for admitting.

Attach certificates/diplomas indicating completion of business college or trade school.

Not submitting education, certification and similar documents at the time of application may result in a lower grade.

## **Employment Related**

Where you have held supervisory positions, titles of people supervised, not just the number of people, must be indicated in your job description.

Months and years must be indicated for the start and end dates of each job held. "Current", "present", "still employed", or similar must be indicated if an ending date is omitted from an application.

If hours worked are omitted, you will not get credit for that period of employment. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hours box.

Check your starting and ending dates for feasibility. Look for errors such as employed from 2/6/87-1/4/82 or a date of 14/2/93. These types of errors will prevent you from receiving credit for some of your employment history.

Proof of volunteer experience must be attached to your application. A letter on the organization's letterhead specifying the nature of work, average number of hours worked per week and beginning and ending dates is required.

Please do not use abbreviations, acronyms or military jargon when describing your duties or listing your job title.

Title of position held should be your official title and not a working title or multiple titles.

Print legibly in ink or type so that we are able to read and understand what is written.

If you have held a position requiring skill in the operation of a specific piece of equipment, please indicate this within your list of duties/responsibilities, explaining how you used the equipment.

### **Application Supplements**

For Heavy Equipment Operator, Maintenance Worker and Public Works Supervisor applications, equipment lists must list employers and must be consistent with the employment history on your employment application.

If you are applying for a Heavy Equipment Operator, Maintenance Worker or Maintenance Worker Supervisor position and have a Commercial Driver's License, ask us to copy your CDL for your application.

### **Veteran's Preference**

You must submit a copy of your DD214 indicating six months active duty (not for training) and honorable discharge and/or proof of service connected disability for veteran's preference points to be awarded.

### **Miscellaneous**

Remember to sign and date your employment application.

Résumés may be attached, but are not accepted in place of the employment application.

A separate employment application is required for each position for which you are applying. However, copies are acceptable if each is complete and signed.

A current City employee who is working out of class must submit a letter from his or her supervisor indicating the duties being performed. Without this documentation, credit cannot be given for the higher level of responsibilities.

All certifications and licenses listed in your employment application need to be documented. Please bring copies of education credentials, licenses, etc. Then, as long as they remain valid, you do not need to provide them again. However, when you renew a license or certification, bring your new documentation so that we can update your record.

The application form and its contents are the official property of the City of Baton Rouge and will not be returned, reused or copied for you after being submitted. You should retain a copy of your application for future use or reference.

## *Examination Preparation*

Below are links to the “*Learning Express*” site provided by the East Baton Rouge Parish Library. Users get immediate scoring, complete answer explanations, and an individualized analysis of test results. **Please Note: These are general test preparation guides containing useful online practice tests on various subject areas; however, they are not specific to City-Parish exams.** Further study information is also offered.

To access these practice tests follow these steps:

1. Go to: [www.ebrpl.com](http://www.ebrpl.com)
2. Click on “Digital Library”
3. Click on “LearningExpress” from the A-Z list “or” this link:  
<http://www.learningexpresshub.com/learningexpresslibrary?AuthToken=E766C7EE-0ED3-4344-B942-61664168E747>
4. Click ‘Register’ and create a free account  
(*You MUST have a library card from the library in order to set up an account*)
5. Select the practice test you wish to take or review
6. Continue to follow the online directions

### *Available Practice Resources:*

#### **Civil Service Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/civil-service/civil-serviceexam-ebooks>

#### **Emergency Medical Services**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/emergency-medicalservices/prepare-for-emt-basic-certification>

#### **EMT-Basic Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/emergency-medicalservices/prepare-for-emt-basic-certification>

#### **Paramedic Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/emergency-medicalservices/prepare-for-emt-paramedic-certification>

#### **Court Officer Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/law-enforcement/prepare-forthe-court-officer-exam>

#### **Police Officer Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/law-enforcement/prepare-forthe-police-officer-exam>

#### **Police Sergeant Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/law-enforcement/prepare-forthe-police-sergeant-exam>

#### **Probation Officer/Parole Officer Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/law-enforcement/prepare-forthe-probation-officer-parole-officer-exam>

#### **Firefighter Practice Tests**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/prepare-for-an-occupation-exam/firefighting/firefighterpractice-exams>

**Networking Skills:**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/improve-your-job-search-and-workplace-skills/improve-yourjob-search-interviewing-and-networking-skills/learn-important-socialnetworking-skills>

**Creating Great Resumes and Cover Letters:**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/improve-your-job-search-and-workplace-skills/improve-yourjob-search-interviewing-and-networking-skills/create-great-resumesand-cover-letters>

**Interviewing:**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/improve-your-job-search-and-workplace-skills/improve-yourjob-search-interviewing-and-networking-skills/interview-withconfidence>

**Success on the Job:**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/improve-your-job-search-and-workplace-skills/build-yourworkplace-skills/succeed-on-the-job>

**Business Writing:**

<http://www.learningexpresshub.com/learningexpress-hub/careercenter/improve-your-job-search-and-workplace-skills/build-yourworkplace-skills/strengthen-your-business-writing-skills>

**Business Writing Courses:**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/improve-your-writing-speaking-and-grammar/learnand-review-your-writing-and-grammar-skills/writing-skills-tutorial>

**Grammar Practice:**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/improve-your-writing-speaking-andgrammar/practice-your-writing-and-grammar-skills/grammar>

**Grammar Skills for Writing Courses**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/improve-your-writing-speaking-and-grammar/learnand-review-your-writing-and-grammar-skills/grammar-skills-tutorial>

**Vocabulary and Spelling Courses**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/become-a-better-reader/learn-and-review-yourreading-skills/vocabulary-and-spelling-skills-tutorial>

**Vocabulary and Spelling Practice**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/become-a-better-reader/practice-your-readingskills/vocabulary-and-spelling>

**Math and Reasoning Skills Improvement**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/build-your-math-skills/learn-and-review-your-mathskills/basic-math-tutorials>

**Reading Skills Improvement**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/become-a-better-reader/practice-your-readingskills/reading-information-texts>

**Writing and Grammar Skills Improvement**

<http://www.learningexpresshub.com/learningexpress-hub/adultlearning-center/improve-your-writing-speaking-andgrammar/practice-your-writing-and-grammar-skills/writing-skills>

**There are also training videos that may be very useful for people who are trying to improve on or acquire new computer skills. Below are a few that are available:**

**Microsoft Access Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoftaccess/access-2013>

**Microsoft Excel Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoft-excel/excel-2013>

### Microsoft Outlook Courses

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoftoutlook/outlook-2013>

### Microsoft PowerPoint Courses

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoftpowerpoint/powerpoint-2013>

### Microsoft Project Courses

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoftproject/project-professional-2013>

### Microsoft Publisher Courses

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoftpublisher/publisher-2007>

### Microsoft Word Courses

<http://www.learningexpresshub.com/learningexpress-hub/popularsoftware-skills-center/master-microsoft-office/microsoft-word/word-2013>

## <http://www.ebrpl.com/digitallibrary/>

Choose the A-Z list for the complete listing and to get to the ones listed below without having to search.

### Some specific courses:

1. **Gale Courses:** Includes 6 week courses on communication, productivity software, supervision, as well as personal enrichment courses
2. **Lynda:** online courses in business communication, technology and software use, web design, and basic educational software
3. **Optimal Resume:** really for creating your resume, but can help current and prospective employees to prepare applications. There is also a skills assessment area that might be of use.
4. **Mango Languages and Pronunciator:** for foreign languages or for ESL
5. **Treehouse:** for web development

### General Information & Tips for Taking Tests

1. Proof of social security number is required, along with photoidentification, for admittance to the examination room. Photo identification containing social security number is sufficient for admittance.
2. Occasionally exams must be canceled. Please confirm your preferred test date with the recruitment staff a day or two before you come.
3. Office hours are 8 a.m. until 5 p.m., Monday through Friday. All customers must vacate the building by 5 p.m.
4. Customer parking is available in the Florida Street parking lot of the City Parish building.
5. Additional parking is available in the rear lot accessible from North 18th Street.
6. Avoid the risk of arriving late by allowing extra time for travel to the Recruitment and Examination Office.
7. Notify the Recruitment and Examination Office in advance if you will need special accommodations due to a disability.
8. Pay close attention to the instructions given by the monitor at the beginning of the test session.
9. Read the instructions included in the actual test booklet carefully. These instructions are given to help you and should be followed closely.
10. Read each question carefully. Then read all of the answer choices before deciding the best answer.
11. Try to answer all questions even if you must guess at the answer. Your final grade will be based only on the number of correct answers you give. There is no penalty for guessing.
12. Be sure to mark your answers properly on your answer sheet and not in the test booklet. You will only be given credit for answers you mark on the answer sheet.
13. Your answer sheet is graded by machine. Light and incomplete marks may not be read correctly.
14. To be sure you get complete credit for your answers, fill in the circles dark and completely.

# *Frequently Asked Questions*

## **1. HOW DOES THE CITY-PARISH CIVIL SERVICE SYSTEM OPERATE?**

As provided by Plan of Government, practically all positions with the City-Parish come under the Civil Service System. A Civil Service System based on merit is your insurance that municipal government is conducted on the highest level and that the employees are fully qualified.

The Civil Service System is operated and managed by a Human Resources Director. The Plan of Government established a Personnel Board for the purpose of adopting and amending, on the recommendation of the Human Resources Director, rules consistent with the Plan of Government and the ordinances of the City-Parish Council. The Personnel Board is composed of five members, two of whom are classified employees of the City-Parish.

The Board hears the appeals from employees of the Classified Service affected by the classification, reclassification, and allocation of positions, and also hears appeals resulting from any disciplinary action such as suspension, reduction in rank or pay, or removal of any member of the classified service. The Board investigates any or all matters relating to conditions of employment in all departments and agencies in which members of the classified service are employed.

## **2. HOW DOES THE MAYOR-COUNCIL FORM OF GOVERNMENT OPERATE?**

The City of Baton Rouge and Parish of East Baton Rouge has operated under a consolidated system of a Mayor-President and Council for the city and parish since January 1, 1949. Under this form of government, the people elect the Mayor-President and a twelve member Metropolitan Council, which make up the legislative body of our local government.

The Mayor-President is the chief executive officer and is responsible for administering the affairs of the city and the parish under the policies and procedures established by the Metropolitan Council by preparing and submitting annual budgets to the Council, supervising and directing the administration of all departments, and presiding over Council meetings with the right to speak but not to vote.

Departments that fall under the jurisdiction of the Mayor-President are: Finance, Fire, Human Development and Services, Human Resources, Purchasing, Police, Citizens Service, Emergency Medical Services, Information Services, Public Works, and Service Fee Department. These department heads are appointed by the Mayor-President. This is a partial list of departments within the City-Parish Government.

The City-Parish Council has the responsibility for the establishment of policy which includes such matters as authorizing the expenditures of funds, adopting ordinances to regulate the conduct of people and enterprises, approving the annual budget, establishing salary scales and amending them when necessary.

The Metropolitan Council appoints the Parish Attorney, Council Administrator/Treasurer, Council Budget Officer, Director of Emergency Management, Planning Director, Director of Aviation, Library Director, Director of Mosquito Abatement and Rodent Control. This is a partial list of Department Heads within the City's structure.

## **3. WHAT IS THE CLASSIFIED SERVICE?**

Classified Service is another term for civil service, and is based on the merit principle. It is a comprehensive program of Human Resources management designed to provide employees and potential employees with an environment of political neutrality, equal opportunity and competition based on merit during the recruitment, selection and promotional process.

#### **4. WHAT ARE THE BENEFITS OF THE CLASSIFIED SERVICE?**

- a. Job Security.
- b. Equal Employment Opportunity based on Merit.
- c. Protection from forced participation in political activities.
- d. Freedom from harassment and discrimination.
- e. Opportunity to serve the public

#### **5. WHAT BENEFITS ARE AVAILABLE TO CITY-PARISH EMPLOYEES?**

Below is an informal listing of the benefit package available to employees holding permanent positions. This is not to be considered a binding statement since some benefits may vary depending upon the employment status of positions.

- Civil Leave
- Credit Union
- Tax Deferred Compensation Program
- Funeral Leave
- Health Insurance
- Holidays
- Life Insurance
- Leave of Absence
- Family Medical Leave
- Military Leave
- Retirement Program
- Sick Leave
- Training/Employee Development Program
- Tuition Reimbursement Program
- Vacation Leave
- Workers' Compensation

#### **6. WHAT KINDS OF JOBS DOES THE CITY HAVE?**

The City has approximately 400 different job titles and 4,000 employees. These employees work in locations all over East Baton Rouge Parish. Each week the City accepts applications for numerous job classifications in order to establish eligible lists. These eligible lists are then used to fill jobs throughout the City. Each City department does its own hiring from these eligible lists.

#### **7. HOW WILL I KNOW WHAT JOB I MIGHT BE QUALIFIED FOR?**

All City-Parish classified positions are included in the Occupational Groups link (<http://brgov.com/dept/HR/catlist>) on the Human Resources web site.

#### **8. HOW WILL I KNOW IF A JOB IN WHICH I'M INTERESTED IS OPEN FOR RECRUITMENT?**

Reviewing the Current Employment Opportunities at <http://brgov.com/dept/HR/curlist> is the best way. Listening to the job recording at (225) 344-4636 (Current Openings - Ext. 1603 • Continuous Openings - Ext. 1604 • Promotional Openings - Ext. 1609) is another way. This recording lists all jobs currently being recruited and is updated each week. The weekly summary of employment opportunities and individual job announcements, known as Recruitment Bulletins, are posted in the Human Resources Department, Recruitment Division. Announcements are also posted at many City work sites and are distributed to a large number of educational institutions and community groups.

The bulletin states the title of the position, place and manner of making application, position salary, a job description, statement of required training and experience, and a description of any special qualifications which may be required e.g., licenses, certifications etc. An opening and closing date appears on every bulletin. You must be certain your application is received in the Human Resources Department by the closing date. This means you must allow ample time if you are mailing your application. If you are applying for a position requiring a written

exam, personally bring your completed application to the Recruitment office the morning, or afternoon, you wish to test. Please obtain a written examination schedule for the dates and times examinations are offered.

## **9. WHAT DOES 'OPEN CONTINUOUS' MEAN?**

Certain difficult to fill positions are kept open on a continuous basis and will close without notice once a sufficient number of applications from qualified individuals has been received. If it is your intention to mail your application, call the Recruitment Division. The list of open continuous positions with requirements is available in the Recruitment Division.

## **10. HOW DO I FILE AN EMPLOYMENT APPLICATION?**

Applications are accepted for jobs that are open for recruitment. For each job in which you are interested and meet the minimum requirements, you may obtain an application from the Recruitment Division at the Human Resources Department. Applications are accepted only during the filing dates and times listed for each vacancy. There is no deadline in applying for the continuous employment opportunities. Current classified City-Parish employees may apply, at any time, for any position for which they qualify.

Résumés are not accepted in the place of an application. Employment applications are an education and experience test. Therefore, it is necessary that you give a detailed description of your job duties on your employment application (do not state "See Résumé" when asked to describe your responsibilities and experience). If you need more space to describe additional work experience relevant to the position, request a job history application supplemental sheet to more fully explain specific experience or qualifications.

Educational requirements are met only through accredited institutions. The institution must be accredited by an agency recognized by the United States Department of Education, High School diploma, college degree, certification, training, licensing must be accompanied by documentation - diploma, transcript, certification, licenses, etc., to verify educational requirements and to receive credit for any education/training listed. Official transcripts or diplomas which indicate the type of degree received and major area of college course work are acceptable. Undocumented education may prevent you from having an interview opportunity.

Some recruitment bulletins are "promotional", which means that only current City employees may apply.

## **11. CAN I MAKE VALID CHANGES OR ADDITIONS TO MY APPLICATION?**

Yes. Notify us in writing of any changes you want to make on your application. You are responsible for notifying us if you have any changes in your mailing address or telephone number. No changes can be made by our office prior to receiving an Address Change Form. Any documentation not submitted with your application must be received within 30 days of your original application date in order to be reviewed for re-grading purposes. Changes or additions to your work experience must be verified by the applicant in writing to the Examination Division.

## **12. IF I WANT TO APPLY FOR MORE THAN ONE JOB, DO I HAVE TO FILE MORE THAN ONE APPLICATION?**

You must submit a separate job application for each job. There is no limit to the number of jobs for which you may apply. You may submit a copy of your application if you prefer, but remember that your application is evaluated on how well your training and experience match the particular position for which you are applying. If you need to add additional information or employment history data, supplemental application forms are available.



### **13. HOW OFTEN CAN I APPLY FOR THE SAME JOB?**

Any applicant who has been placed on an eligible list may apply for the same job after being certified to the list for a period of six months when the position is reopened for recruitment purposes.

If you took a test and failed to pass the test, you may reapply to take the examination after a minimum of 3 months has elapsed when the classification is reopened.

### **14. HOW DOES THE HUMAN RESOURCES DEPARTMENT DETERMINE IF I QUALIFY FOR THIS JOB?**

The Human Resources Analyst assigned to the Recruitment Division reviews the application materials submitted. These materials may include a special questionnaire, a list of college and training classes or a check list of experience. It is very important to include all information requested. Include not only paid work experience, but all other experience which may apply to the job e.g., volunteer experience, licenses, professional affiliations, classes you have taken, training or any other special qualifications. The Analyst will review all of the information you have submitted in comparison to qualifications of the position as stated in the class specification. Failure to include all information requested could result in the rejection of your application. Without accurate and complete information, we will not be able to determine whether or not you meet the minimum qualifications for the job class.

A "Supplemental Application Sheet" is available at the Recruitment Division if more space is needed to adequately describe your experience. Or, you may simply copy a blank experience page from the employment application.

### **15. MUST I LIVE WITHIN THE CITY BOUNDARIES TO APPLY FOR A JOB WITH THE CITY OF BATON ROUGE?**

Any applicant may apply for positions for which they qualify regardless of where they live. However, residents of East Baton Rouge Parish will have one additional point added to their scores.

### **16. DO I NEED TO TEST FOR A SEASONAL OR EMERGENCY WORKER JOB?**

No. These jobs are not covered under the City-Parish Civil Service Merit System.

### **17. HOW DO I QUALIFY TO TAKE THE EXAMINATION?**

If you meet the minimum requirements of the job, you will be able to take the examination on a walk-in basis, provided that the position is open for recruitment purposes. A monthly walk-in testing schedule is available from the Recruitment & Examination Division. You may want to call the day before your test to verify the dates available for walk-in testing. Proper picture identification, along with proof of social security number, is required for examination admittance. For some jobs, the applicant's work history is graded and is the only test required. If you need an accommodation in order to take a pre-employment test, you must indicate your need in writing prior to taking the examination.

### **18. IF A TEST IS GIVEN, DOES EVERYONE WHO APPLIES TAKE THE TEST?**

Before any decision is made regarding who is admitted to a test, each application is reviewed based upon the requirements of the position. Only those candidates who meet the requirements for the position will be admitted in the competitive testing process. Once a test is passed, applicants are not required to retest until and unless the

test changes. If an applicant chooses to retake a passed exam, the most recent score stands. The applicant does not have the option of keeping the better of the scores.

## **19. WHAT KIND OF EXAMINATION WILL I HAVE TO TAKE?**

Examinations are based on actual job duties. Depending on what knowledge, skills and abilities these job duties require, the examination may consist of one or more of the following:

- (a) Evaluation of Training and Experience on application
- (b) Written test
- (c) Skills (typing, data entry, software proficiency) performance test

## **20. HOW DO I PREPARE FOR THE TEST? WHAT DO I STUDY?**

Examination preparation information is available in the Recruiting office or at <http://brgov.com/dept/HR/examinationbreakdowns>. Examination breakdowns after the test are available only to applicants who fail to make a passing score you must make a request for an examination breakdown within 30 days of being scored. They reveal the applicant's test performance relative to strengths and weaknesses.

The East Baton Rouge Parish Public Library has a great deal of reference material. The Reference Division and the Circulation Desk will help you locate study materials.

## **21. HOW MANY DIFFERENT TESTS MAY I TAKE?**

You may take an unlimited number of tests if you meet the minimum requirements for each class. However, you can only take one written exam per testing session.

## **22. CAN I TAKE A TEST MORE THAN ONCE?**

Yes. According to the following retest procedures:

1. Applicants who have passed an examination are eligible to be retested after being certified to the employment list for a period of six (6) months when the position is reopened for recruitment (most recent score stands).
2. If you have failed to pass a test, you will be eligible to retake the test after 3 months provided that the position is open for recruitment.

## **23. WHAT HAPPENS AFTER I TAKE THE EXAMINATION?**

You will be notified by mail of your examination results. Pass/Fail determinations and the final score will be based on the distribution of scores resulting from the evaluation/examination.

If you pass the examination, you are placed on an eligible list in rank order. Applicants in the top 3 grade groups are certified to employing agencies as vacancies occur.

The departments review application materials of eligible applicants for their vacancy, and set up selection interviews. The department may hire any eligible referred to them who they believe is the best qualified for the vacancy.

**24. HOW LONG WILL I HAVE TO WAIT TO RECEIVE MY TEST RESULTS?**

The rating of each test shall be completed, the resulting list established and the notices of results mailed to the candidates no later than sixty (60) days after the date on which the test was held, unless such time is extended by the Administrator.

**25. DOES A PASSING SCORE MEAN I WILL BE CONSIDERED FOR A JOB?**

If your score is among the top three grade groups, you will be eligible for consideration.

**26. WHAT IS AN EMPLOYMENT LIST?**

An "employment list" means an original entrance employment list, a promotional list, or a reemployment list.

**27. HOW LONG IS THE ELIGIBLE LIST GOOD FOR?**

The life span of this list normally varies from six months to three years. Open Competitive - 1 year; Promotional - 3 years.

**28. IS AN EMPLOYMENT LIST REQUESTED EACH TIME A VACANCY IS TO BE FILLED?**

No. Vacancies may be filled by transferring another employee, or reinstatement of former employees, etc.

**29. COULD MY NAME BE REMOVED FROM THE ELIGIBLE LIST?**

Yes. Your name could be removed from the eligible list for any of the following reasons:

- a. Refusal of appointment.
- b. Appointment through certification from a list to fill a permanent position.
- c. Appointment through certification from the eligible list for another class at the same or higher compensation.
- d. Filing of a statement by the eligible that he/she is not willing to accept appointment
- e. Failure to respond, within the time specified in the notice, to any inquiry of the Administrator or appointing authority concerning availability for employment.
- f. Failure to report to work after accepting appointment.
- g. Expiration of the term of eligibility on an eligible list.
- h. Notice by postal authorities of their inability to locate the eligible at his/her last known address.
- i. Death of eligible.
- j. Loss of citizenship.
- k. Review of eligibility of an eligible who is found to:
  - 1. Lack any of the qualifications prescribed as requirements for admission;
  - 2. Be physically unfit to perform effectively the duties of a position;
  - 3. Be addicted to the habitual use of drugs or intoxicating liquors;
  - 4. Have been adjudged guilty of a crime involving moral turpitude or notoriously disgraceful conduct;
  - 5. Have been dismissed from the public service for delinquency or misconduct;
  - 6. Have intentionally made a false statement on his/her application or in his/her test; or otherwise in securing eligibility for appointment or attempting to do so;
- l. Failure of an eligible to receive an appointment after being certified three times to the same appointing authority

### **30. DO I RECEIVE ANY POINTS FOR BEING AN EMPLOYEE OF THE CITY?**

All regular City-Parish employees who complete their probationary period (working test period) will have added to their rating in any examination, one seniority preference point per year of continuous service, up to a maximum of five (5) points on a scale of one hundred. You must first pass the examination prior to receiving any seniority preference points.

### **31. DO I GET EXTRA POINTS IF I AM A VETERAN AND/OR DISABLED VETERAN?**

Yes. Additional points are added to your final score, but you must first pass the examination. If you have passed and have submitted form DD214 indicating at least six months served on active duty and have been honorably discharged, you will receive five additional points. You will receive an additional five points if you are considered a disabled veteran with 10% or more disability.

### **32. IS THE CITY COVERED UNDER THE ADA?**

Under the provision of Title I of the American with Disabilities Act (ADA) discrimination is prohibited in state or local governments in all employment practices, including job application procedures, hiring, firing, advancement compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities.

Employers with 25 or more employees will be covered under Title I of the ADA starting July 26, 1992. The Human Resources Department, Recruitment and Examination Division has taken the necessary measures to comply with the provisions under Title I effective January 1, 1992.

We are an Equal Opportunity Employer. No employee or applicant shall be discriminated against in any terms, conditions, or privileges of employment because of race, sex, creed, color, religion, national origin, age, genetic information, marital status, ancestry, sexual orientation, gender identity, or physical/mental disability.

### **33. WHAT ARE THE STEPS FOLLOWED BEFORE EMPLOYMENT?**

- a. Completion of a detailed application, filed with the Recruitment Division of the Human Resources Department.
- b. Applications are analyzed to assure eligibility of the applicant.
- c. Administration of written tests and/or for some classes training and experience grading.
- d. Certified list of applicants in the top three grade groups is submitted to requesting department.
- e. Applicants are interviewed by requesting department.
- f. Final decision for employment is made by appointing authority.
- g. Criminal record check is run on selected applicant.
- h. Pre-employment physical and drug screen test. Applicants who successfully complete all of these steps eligible for appointment.

### **34. ARE DRUG SCREENS AND BACKGROUND CHECKS PART OF THE PRE-EMPLOYMENT PROCESS?**

Yes. Criminal record checks will be run prior to candidates being offered employment. Candidates selected for hire must pass a physical and drug screen prior to employment. The City of Baton Rouge is committed to a drug free work place to protect the safety of workers and the public and will comply with the Federal Drug Free Workplace Act.

### **35. DOES THE DEPARTMENT OF HUMAN RESOURCES DO THE SELECTION INTERVIEW?**

No. In fact the Human Resources Department is not involved in the final selection decision. The City's objective is to hire the best person for the position. The Human Resources Department recruits, screens, and tests applicants based upon general requirements for the position in order to create a pool of eligible candidates for consideration. Individual jobs differ, however, and the supervisors or managers in the department where the vacancy actually exists are in a better position to evaluate each candidate's suitability for the particular job.

### **36. WHAT SHOULD I DO IF I AM CALLED FOR AN INTERVIEW?**

Be sure that you know:

- a. Time and place you should appear for the interview;
- b. Name and phone number of the person who will be interviewing you;
- c. How long the interview is scheduled to take;
- d. The job for which you are being considered.

Before the interview review your application or résumé and the job announcement. Be prepared to discuss how training and/or work experience relates to the job for which you are interviewing.

During the interview, listen carefully to the questions. Your answers should cover everything your interviewer needs to know to evaluate you fairly.

### **37. WHAT HAPPENS IF I AM SELECTED?**

The City of Baton Rouge complies with the Immigration Reform and Control Act of 1986. If offered a job, before starting work with the City, you will be required to present identification and work authorization papers. The most common way to meet this requirement is your social security card (also required under tax law) and your driver's license or other state issued, pictured identification card. Other papers identified in law or regulation are acceptable. All people hired will be required to complete, and sign under penalty, a U.S. Department of Justice Employment Eligibility form.

After you have been offered and accept a job, be sure that you understand when you will start, where and to whom you should report and whether there are any other steps you should take before starting work. Be sure to get the telephone number of the person who contacted you in case you have further questions.

When you are selected, your name is removed from the eligible list for that job.

### **38. WHAT IF I AM NOT SELECTED, OR NOT INTERVIEWED?**

Our objective is to hire the best person for the job, so competition is keen. If you are not successful in getting a job immediately, your name will remain on the eligible list for consideration for any other vacancies that occur until the list expires. If you do not receive a job during that time, you must wait for another recruitment announcement and reapply. It is a good idea to keep your final grade notice(s). This way you will know what eligible lists you are on and when they expire.

If you are unable to attend an interview, contact the interviewing department. Your name may be removed from the eligible list if you fail to appear.

### **39. IS THERE A PROBATIONARY PERIOD FOR NEW EMPLOYEES?**

Yes. New employees hired are placed on probation for a period of six months. Upon completion of the probationary period with a satisfactory service rating, the employee becomes a regular employee of the City-Parish. The purpose of the probationary period is actually a part of the testing process to determine how well the employee performs the duties of the job.

### **40. WHAT ABOUT THE HOURS OF WORK?**

Employees usually work 40 hours a week, usually five days a week. Some emergency personnel may work different schedules that require 56 hours per week or 24 hour shifts. Other work locations such as Information Services and Wastewater Treatment require that some positions work shift work. Immediate supervisors will disclose the work schedule with the various working period defined. Some departments work flex time.

### **41. WHAT TYPE OF SALARY DOES THE CITY-PARISH OFFER?**

Every job classification has an assigned pay range set by action of the City-Parish Council. Each range is divided into nineteen steps with an approximate increase of 3% between most of the steps. Appointment to any position is usually at the minimum rate established for that class. An employee will normally become eligible for a merit increase after completion of the probationary period; however, this increase is at the discretion of the Department Head. Thereafter merit increases will be considered every year until the maximum of the pay range is accomplished.

### **42. HOW ARE EXAMINATION SCORES CALCULATED?**

**Written Scores** - Written test scores are based on the number of items answered correctly. Each test has an established minimum number of correct responses required for passing. This is the raw pass point score. For applicant score reporting purposes, raw scores (number correct) are converted to the standard range 70.00 to 100.00. In other words, a raw score equal to the pass point would convert to 70.00 and a perfect raw score (all items correct) would convert to 100.00.

**Training and Experience** - A rating based on the training and experience individuals describe on their applications. Since an applicant's score is based on the information described on the application it is important that the employment history, job duties and responsibilities be complete and clear. Applicants must meet the minimum training and experience requirements for a job classification before their application can be rated. Documentation of all relevant academic training and certifications is important. Any applicant meeting the minimum training and experience requirements receives a base passing score of 70.00. Additional points are added to the base score (70.00) depending on the amount of additional training and experience relevant to the job classification.

To request additional information, call the Human Resources Department, Recruitment Division at (225) 389-3132 or email the staff at [recruiting@brgov.com](mailto:recruiting@brgov.com).