



**STANISLAUS COUNTY
PERSONNEL MANUAL
HIRING PREFERENCE FOR VETERANS**

3.08.290 Hiring Preference for Veterans

A. Purpose

The purpose of this section is to provide employment assistance to veterans who served full-time in the United States Armed Forces in time of national military emergency, or whose units were ordered to active duty by presidential order in time of state military emergency, or who have served in any military expedition of the Armed Forces.

B. Definitions

1. For purposes of this chapter, the term “veteran” is defined by United States Code Title 5, Part III, Subpart A, Chapter 21 Section 2108 (1).
2. For the purpose of this chapter, the term “disabled veteran” is defined by United States Code Title 5, Part III, Subpart A, Chapter 21 Section 2108 (2).

**FOR THE MOST CURRENT VERSION OF THE UNITED STATES CODE
PLEASE GOOGLE:**

**TITLE 5—GOVERNMENT ORGANIZATION AND EMPLOYEES
PART III—EMPLOYEES
Subpart A—General Provisions
CHAPTER 21—DEFINITIONS
SECTION 2108—VETERAN; DISABLED VETERAN; PREFERENCE ELIGIBLE**

<http://www.mspb.gov/netsearch/viewdocs.aspx?docnumber=258600&version=258897&application=ACROBAT>

C. Eligibility for Veterans' Preference Points

1. In order to be eligible for the granting of veterans' preference credit, application by a qualified veteran for County employment may be made at any time after discharge, separation or release of the applicant from active military duty.
2. Veterans' preference points shall only be applicable at initial entry to County service and shall only be open in full-time entry classifications. The County's Personnel Department shall identify such classifications. Only "unemployed" and underemployed" veterans shall be considered for preference points if they are otherwise qualified. The definition of underemployed shall be the same as used by State Employment Development Department and describes individuals who are working below their skill capacity as determined by the County Personnel Department, or working less than full-time, or have received notices they will be unemployed because their skills are becoming obsolete. Also, includes persons working part-time who desire full-time work and individuals who involuntarily worked less than a full year during the preceding twelve months. Persons working essentially full-time in occupations which pay less than poverty level incomes may be considered to be working at less than their skill capacity if they are deemed capable by the county personnel department of performing at a higher skill level. Specifically to be included as underemployed are service personnel about to be discharged who have no apparent civilian job in sight.
3. Veterans who have retired from the military service and are eligible for service retirement are not eligible for veterans' preference points, except for those veterans who are disabled as defined in Subsection B of this section.

D. Application of Veterans' Preference Credit

1. An applicant who has received a passing score in an open entry level examination in an eligible classification for County employment and who is a qualified veteran defined in Subsection B of this section, shall receive credit of an additional five grade points to be added to the final examination score except that a disabled veteran as defined in Subsection B of this section, shall be entitled to ten grade points to be added to the final examination score.
2. Veterans' preference shall apply only to full-time open entry level employment lists and shall not affect the order of eligibility of reemployment lists, or intradepartmental promotional lists or interdepartmental transfers.
3. Preference shall not apply to promotional examinations, qualifying examinations, or to any personnel transactions such as dismissals, transfers or lay off.

E. Proof of Entitlement to Veterans' Preference Credit Requirements

1. In order to claim veterans' preference in hiring, a certified copy of a discharge (DD-214) shall be submitted with the veteran's application on or before the final filing date for the recruitment. All copies shall become the property of the County and will not be returned.
2. Veterans claiming veteran disability preference shall submit proof of the service-connected disability or medical retirement provided by the disability retirement or severance board from the service from which they retired or the U.S. Department of Veterans' Affairs.
3. Failure to apply for the veterans' preference credit on or before the final filing date shall constitute a waiver of the applicable credit.

F. Implementation

1. Eligibility lists will be compiled and completed based upon final examination scores which have included all applicable veterans' preference credits. Thereafter, normal certification procedures shall be followed by the Personnel Department.
2. The County's Personnel Department shall be responsible for developing the necessary procedures to implement this chapter. (Ordinance CS 508 (part), 1993).



**STANISLAUS COUNTY
PERSONNEL MANUAL
VETERANS' PREFERENCE PROGRAM
INFORMATION SHEET/APPLICATION SUPPLEMENT**

Veterans' Preference credits in the amount of five (5) points for non-disabled veterans and ten (10) points for disabled veterans may be claimed by unemployed and underemployed veterans who pass an open entry-level examination.

Any veteran who was released or discharged with other than a dishonorable discharge may apply for these preference credits when applying for eligible entry-level position.

To qualify, a veteran must have served during:

1. WW II (12/7/41 to 1/1/47), Korean War (6/27/50 to 1/31/55), Viet Nam Conflict (8/5/64 to 5/7/75) and/or Persian Gulf War (8/2/90 to be announced); or
2. In a reserve component under active duty orders for which a campaign badge was authorized (includes Lebanon, Grenada, Panama (Operation Just Cause) and in Southwest Asia); or
3. During peacetime in the above engagements for which a service badge was authorized; or
4. Was discharged or released from active duty during any of the periods listed above due to a service connected disability (30% or more).

Veterans who are eligible for service retirement are not eligible for veterans' preference credits. Other than those assigned to reserve units and disabled veterans as listed above, all other veterans must have served on active duty for 180 days or more.

Applicants must submit a copy of a discharge (DD-214- Member 4 if applicable) with the application on or before the final filing date for the recruitment. Those claiming disability credits must submit the Veterans' Administration claim number on or before the application deadline.

Please visit the AAA/Veteran's Office to have the form on the following page completed. Stanislaus County CEO/Personnel can not process the points without the form being complete.

**Area Agency on Aging/Veteran's Office is located at:
121 Downey Avenue Suite #102
Modesto, CA 95354
(209) 558-7825**



STANISLAUS COUNTY
PERSONNEL MANUAL
VETERANS' APPLICATION SUPPLEMENT

Name: _____ Date: _____

Position Applied for: _____

- **This form will not be accepted if it is not fully completed or if it is submitted after the final filing date.**
- **When you submit this form with your application, include a copy of your DD-214 and your VA Claim Number for disability credit.**

I am applying for the Veterans' Preference Credit. CHECK one of the following:

Regular Credit Disability Credit

I qualify because I meet the following criteria. For Regular Credit you must have checked 1-6. For Disability Credit you must have checked 1-5 and 7.

CHECK THE APPROPRIATE SPACES TO ACKNOWLEDGE YOU MEET THE REQUIRED CRITERIA

1. My VA Claim Number is: _____
2. I served in the military service during one of the qualifying periods listed above.
3. I served for 180 days or more—for other than veterans who were assigned to reserve units and disabled veterans.
4. I received other than a dishonorable discharge.
5. I did not retire from the military service.
6. I am unemployed or underemployed.
7. I am claiming disability credit and proof of my service-connected disability—30% or more is attached to this application.
8. I am attaching a copy of my DD-214.

Applicant's Signature: _____

For Veterans' Services Office Purposes Only
Approved/Disapproved
Points Scored
Name of Service Representative



**STANISLAUS COUNTY
PERSONNEL MANUAL
VETERANS' PREFERENCE PROGRAM
ELIGIBLE JOB CLASSIFICATIONS**

ACCOUNTANT I
ADMINISTRATIVE CLERK I
AGING PROGRAM SPECIALIST
AGRICULTURAL ASSISTANT I
ANIMAL CARE SPECIALIST I
ANIMAL SERVICES OFFICER I
APPLICATION SPECIALIST I
APPRAISER I
APPRAISER TECHNICIAN
ASSISTANT COOK I
ATTORNEY I
AUDITOR-APPRAISER I
BUILDING INSPECTOR I
CHILD SUPPORT OFFICER
COMMUNITY HEALTH WORKER I
CRIME ANALYST TECHNICIAN
DEPUTY CORONER
DEPUTY PROBATION OFFICER I
DEPUTY SHERIFF
DEPUTY SHERIFF CUSTODIAL
DRAFTING TECHNICIAN I
EMERGENCY CALL TAKER
ENGINEERING AID I
ENVIR. HEALTH SPECIALIST I
EQUIPMENT SERVICE TECHNICIAN
FAMILY SERVICES SPECIALIST I
GROUP SUPERVISOR I
HAZ. MATERIALS SPECIALIST I
HOUSEKEEPER/CUSTODIAN
INTERVIEWER I
LABORATORY HELPER
LANDFILL EQUIPMENT OPERATOR I
LEGAL CLERK I
LIBRARIAN I
LIBRARY ASSISTANT I
LICENSED VOCATIONAL NURSE I
MAINTENANCE ENGINEER I
MEDICAL RECORDS CLERK
MULTILITH OPERATOR
PARALEGAL I
PARK MAINTENANCE WORKER I
PATIENT FINANCE TECHNICIAN I
RESOURCE MGT. SPECIALIST I
ROAD MAINTENANCE WORKER I
SECOND COOK
SOCIAL WORKER I
STOCK/DELIVERY CLERK I
STOREKEEPER I
SYSTEMS TECHNICIAN I
VETERANS SERVICE
REPRESENTATIVE
VICTIM/WITNESS ASSISTANT