**Locations:**

Placements will be made at various sites throughout the County of Alameda in various agencies/departments.

**Benefits**

TAP employees are eligible for medical and dental benefits once they have met the eligibility criteria.

**Conviction Records**

As part of the employment process, candidates are required to complete a Conviction History Form (CHF) or Background Packet and submit it when requested by the County of Alameda. This may occur when you file the application, at the last step of the examination process (usually the interview) or at the time of a hiring process. Such disclosure will remain confidential and will not necessarily preclude employment.

It is in your best interest to complete the Conviction History Form (CHF) form and/or Background Packet in detail as you may be called upon at a later date to explain circumstances surrounding the offense to the Civil Service Commission.

All new County employees will be fingerprinted. A conviction record will not necessarily disqualify an applicant or employee. Each case will be given individual consideration, based on job-relatedness. Any record of conviction(s) will be reviewed and may result in a request for additional information or termination if warranted.

**Medical Examination**

All prospective TAP employees must pass a medical examination before beginning employment. For positions that require a commercial driver’s license and the performance of functions defined as “safety sensitive”, Federal law and County policy require the examination include a drug screening process. Offers of employment are conditional upon successful completion of this examination. Failure to pass a medical examination will be cause for disqualification.

**Alameda County Human Resource Services Department**

ATTN: TAP Unit
Lakeside Plaza Building
1405 Lakeside Drive
Oakland, Ca. 94612-4305

(510) 272-6442 or (510) 272-6443
[TDD#: (510) 272-3703]
24-Hour Examination “Hotline” (510) 272-6433
Alameda County Website: www.acgov.org

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**ALAMEDA COUNTY TEMPORARY ASSIGNMENT POOL (TAP) PROGRAM**

Informational Brochure for TAP Applicants/Candidates

TAP is a Division of the Alameda County Human Resource Services Department

“Connecting Human Resources With Needs for Temporary Staffing”

Revised 10-07
What is the Alameda County Temporary Assignment Pool (TAP) Program?

The primary goal of the Alameda County Temporary Assignment Pool (TAP) Program is to provide immediate, staffing support services to all Alameda County departments. Departments may utilize TAP employees to provide coverage to agencies/departments for special projects, long-term leave, related temporary staffing needs or to temporarily fill a vacant position during a recruitment process. The TAP Program also facilitates the temporary payrolling of individuals with specialized experience for specific assignments in a variety of job categories.

How does the Alameda County Temporary Assignment Pool (TAP) Program Work?

Application Information

The Clerical Assistant is the classification used to recruit candidates in order to establish eligibles for the TAP pool. Individuals in the pool are eligible to fill positions in a wide range of office/secretarial areas. When recruitment is not open for the Clerical Assistant, potential applicants may fill out an online job interest card. When the recruitment is open those who fill out the online job interest card will be notified. At that time applicants complete an application and other forms as required. Applicants are also asked to provide the names and phone number of at least five work-related references. The Clerical Assistant job description/specification is posted on the Alameda County Internet Website www.acgov.org. Applications can either be filed on line @ www.acgov.org or mailed or delivered to the Human Resource Services Department TAP Unit.

Selection and Assessment Process

The TAP Unit will review applications to select the candidates who meet the minimum qualifications and to identify the best-qualified candidates to continue in the assessment process. If you possess the required knowledge, skills, abilities and relevant work experience and if you are selected as one of the best qualified you will be scheduled for the next step in the process such as (e.g. skills assessment, oral interview). The remaining steps in the process include verification of Employment References, Medical Examination and Fingerprinting. At anytime during the process, you may be disqualified from further consideration.

Assignments

If you are hired, you are an employee of the Human Resource Services Department under the TAP Program. TAP will schedule your assignments and your immediate supervisor will be the manager/supervisor at the department where you are assigned. TAP employees will be placed when an appropriate job assignment is matched with the employee’s qualifications. Employees are not permitted to select their own assignments. Work assignments vary in duration from a minimum of four hours to several months or longer depending on the needs of the requesting department. An assignment may end at any time.

Salary and Assignment Pay Rates

Based on your qualifications and the results of your assessment, you will be hired at a specific hourly pay rate (“up to hourly rate”). Thereafter, you may be eligible for job assignments/positions that are assessed up to the hourly rate for that classification. The hourly rate of pay for an assignment is determined by the degree of difficulty of the assignment.

Work Schedule and Locations

Pay Schedule

TAP employees are paid on a bi-weekly basis and will only be paid for hours worked.

Working Hours:

Placements with TAP are temporary and Services-As-Needed (SAN). Employees must be available to accept assignments that are full-time, part-time and services-as-needed. Although most positions are day shift positions, some assignments require working evenings, weekends and overtime. At the time you are called for an assignment you will be advised as to the specifics.