

Work Schedule and Locations

Working Hours

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.

Locations

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

Pay Rate and Pay Schedule

Based on your qualifications and assessment results, you will be hired at a specific hourly pay rate. However, your pay rate for each assignment will be determined by the job classification and duties of the assignment as well as your specific skillsets and work experience. Pay rates may vary by assignment.

TAP employees are paid on a bi-weekly basis.

Benefits

TAP employees may be eligible for medical, dental, and Share the Savings benefits upon meeting established eligibility criteria.

Lakeside Plaza Building
1405 Lakeside Drive
Oakland, CA 94612-4305

TAP Hotline: (510) 208-4819

[TDD#: (510) 272-3703]

TAP Website:

<http://www.acgov.org/hrs/divisions/tap>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**



Human Resource Services
Temporary Assignment Pool

ALAMEDA COUNTY

Human Resource Services
Temporary Assignment Pool

**The Temporary Assignment Pool (TAP) Program
is a Division of the Alameda County
Human Resource Services Department**

Revised 9.17

What is the Alameda County Temporary Assignment Pool (TAP) Program?

The primary goal of TAP is to maintain a qualified and diverse candidate pool to provide immediate, temporary, clerical, administrative and technical staffing support to all Alameda County departments and agencies.

Departments/Agencies may utilize TAP employees to provide temporary coverage for vacancies due to pending recruitment, long-term leave, special projects, and other related needs. TAP also facilitates the temporary payrolling of individuals with specialized experience for specific temporary assignments in a variety of job categories.

Temporary employees play a vital role at Alameda County and assist in fulfilling the County's mission to enrich the lives of Alameda County residents through visionary policies, accessible, responsible, and effective services. The TAP program provides an avenue for temporary employees to gain valuable work experience.

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

The TAP Program recruits candidates in order to establish and maintain a pool of temporary employees eligible for clerical and administrative assignments. The TAP Unit recruits on an as-needed basis dependent upon the current needs of Alameda County. The assessment process includes application review, computer based assessments, an oral interview and reference checks.

Assignments

If you are hired, you are a provisional 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 are placed when an appropriate job assignment is matched with the employee's qualifications. Assignments may vary from a minimum of four hours and will generally not exceed 18 months. Assignments are temporary and may end at any time at the discretion/needs of the department. TAP employees are classified as Services-As-Needed (SAN).

Application, Assessment and Selection Process

- During open recruitment, applicants must complete and submit an online application for the job title Administrative Support (SAN) at <https://www.jobaps.com/Alameda>
 - Note: When the TAP recruitment is not open, potential applicants can add their name to the "Job interest List" to be notified when the recruitment opens. <https://www.jobaps.com/Alameda/auditor/ClassSpecs.asp>
 - TAP reviews applications to identify applicants who meet the minimum qualifications and current needs of TAP.
 - Identified candidates will be invited in for a computer based assessment.
 - Following the computer based assessment, select candidates will be invited in for an oral interview.
 - If selected, the remaining steps in the process include verification of Employment References, Medical Examination and Fingerprinting. At any time during the process, you may be disqualified from further consideration.
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