

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

To honor the men and women in our armed forces, and to continue benefiting from their talents, training, and dedication to public service, the County of Riverside will be expanding the opportunities for civilian employment to our external veteran candidates.

Veterans' Preference provides veterans, and their spouse, opportunities to receive interviews in the selection process for employment and internship openings with the County of Riverside. The County's Veterans' Preference consideration will be applied to all competitive employment processes. Veterans and their spouse must apply for positions and will be given an interview if they:

1. Meet the minimum qualifications;
2. Meet any other required special qualifications;
3. Achieve a passing score for examinations (where required); and
4. Provide evidence that they have the skills required of the position.

Note: Only individuals, who have provided proof of eligibility by the job-posting deadline, will receive Veterans' Preference designation, regardless of having marked 'yes' to being a veteran or a qualifying family member during the application process.

1. TYPES OF PREFERENCE AND PROOF OF ELIGIBILITY:

All applicants claiming Veterans' Preference status are required to submit documented proof of an Honorable or General Discharge, or certification of expected discharge under honorable conditions, to receive preference status.

2. VETERANS:

- A. Veterans with a minimum of 90 days in service during wartime period and total prior active service may be considered in determining qualification for Veterans' Preference. For consideration, applicants must provide a legible copy of Form DD-214 or NGB-22 Certificate of Release or Discharge from Active Duty, as directed during the application process.
- B. Active-duty service members may be considered as Veterans and receive preference by submitting a "certification" when submitting their application for employment. The "certification" must be a written document from the armed

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forces which certifies that the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 30 days of submitting an application to a County position. Prior to appointment, the County will verify the service member is eligible for Veterans' Preference per section A above.

3. DISABILITY:

In addition to the Form DD-214 or NGB-22, applicants must supply an official letter of service-related disability from the U. S. Veteran's Administration. Disability must be at least 10 percent and service-related. A photocopy of the official notification from the Veterans Administration is acceptable proof of service-related disability. Unofficial notification is not acceptable.

4. SPOUSAL PREFERENCE:

A. Spouses of a disabled veteran may qualify for Veteran's Preference providing the disability is 100%. A copy of a Member-4 Form DD-214 or NGB-22 and letter from the U.S. Veterans Administration reflecting 100% disability, and marriage certificate must be submitted to the Human Resources department.

B. A surviving spouse of a veteran who died of service-related causes must provide a copy of a Member-4 Form DD-214 or NGB-22, marriage certificate, veteran spouse's death certificate, and, if available, a letter from the U.S. Veterans Administration reflecting the service-related death. Documents will be reviewed on a case-by-case basis by the Human Resources department.

5. NATIONAL GUARD AND RESERVISTS:

National Guard and Reservists are entitled to the same Veterans' Preference as active duty, including cases of disability or spousal. Persons requesting preference are required to provide a legible copy of Member-4 Form DD-214 or NGB-22 and a letter of service-related disability, if applicable, to the Human Resources department.

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Reference:

Minute Order 3.20 of 05/22/18

Minute Order 3.11 of 04/04/23

Minute Order 3.18 of 1/27/26