

CHAPTER V

RECRUITMENT AND EXAMINATIONS

Rule 5.1

ANNOUNCEMENT OF EXAMINATIONS (EDUCATION CODE 45260, 45261, 45272, 45278)

- A. The commission shall direct the holding of examinations for the purpose of filling vacancies or creating lists for the classified service.
- B. No examination announcement may be made and no part of any examination may be held until the Board has properly designated the position duties of a new class and the Commission has completed the position classification including the establishment of minimum education and work experience requirements.
- C. Each examination shall be announced on an Employment Opportunities Bulletin which shall be distributed to all employee work sites and community locations for at least fifteen (15) working days. The Director of Classified Personnel shall determine the appropriateness and may place advertisements in newspapers, trade and business journals or other media. The Director of Classified Personnel shall insure that community agencies and organizations dealing with women, minorities and the handicapped are notified of each examination.
- D. The Employment Opportunity Bulletin shall contain the title of the class and may include the following:
 - 1. information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
 - 2. a description of the scope of duties and responsibilities of the class;
 - 3. the qualifications and requirements of the class;
 - 4. the salary, benefits and other compensation;

5. the closing date for filing applications;
6. the general content of the examination and the types of tests to be given and
7. such other information as will assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination.

Rule 5.2

EXAMINATIONS (EDUCATION CODE 45272, 45284)

5.2.1

DETERMINATION OF EXAMINATIONS

- A. The Commission shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:
1. open-competitive,
 2. promotional,
 3. promotional and open-competitive with the promotional list taking precedence or
 4. merged promotional and open-competitive.

5.2.2

OPEN COMPETITIVE EXAMINATIONS

- A. All entry-level classes shall be considered open competitive examinations and veterans' preference points shall be allowed as specified in Rule 5.2.14. These examinations shall be open to all qualified applicants.

5.2.3

PROMOTIONAL EXAMINATIONS (EDUCATION CODE 45272)

- A. Where an adequate field of competition exists within the District and examinations can reasonably be expected to result in three qualified ranks of eligibles, the field of competition may be limited to promotional applicants. Promotional examinations may not be held in classes determined by the Commission and the Board to be under represented according to the Affirmative Action plan of the District.
- B. Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class.
- C. Performance evaluations and employee development appraisals prepared by the immediate supervisor and reviewed by the employee may be considered in

evaluating an employee's general fitness for promotion.

- D. Written notices concerning tests shall be distributed to all work locations for at least fifteen (15) working days. During periods when school is not in session or during periods of approved paid or unpaid leave of absence, regular classified employee shall be notified by U.S. mail of examinations which he/she designates, providing a request has been filed with the Commission office. The notice will be mailed to the last mailing address listed for the employee.

5.2.4 PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS

- A. Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director of Classified Personnel may advertise the examination among employees and the general public.
- B. Applicants shall be considered as a group in determining passing scores on the examination.
- C. This examination procedure shall result in a promotional and an open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles, certification of additional ranks shall then be made from the open list.

5.2.5 MERGED EXAMINATIONS (EDUCATION CODE 45282, 45284)

- A. Upon the recommendation of the Director of Classified Personnel, the Commission may authorize the holding of an examination under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive eligibles in one merged list.

5.2.6 CONTINUOUS EXAMINATIONS (EDUCATION CODE 45273, 45292)

- A. The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises.
- B. If a qualifications appraisal interview is required, the interview panel may consist of two persons who may be employees of the District or the Commission.
- C. A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 90 calendar days.

5.2.7 TYPES OF EXAMINATIONS (EDUCATION CODE 45260, 45273)

- A. Examinations shall be administered objectively and shall consist of test parts that relate to job performance. The parts may be any of the following:
 - 1. written examination;
 - 2. practical demonstration of skill;
 - 3. evaluation of applicants' training and experience submitted on application materials;
 - 4. evaluation of training, education and experience by a qualifications appraisal interview panel and
 - 5. other tests of fitness determined by the Commission.
- B. All examination parts shall be prepared under the direction of the Director of Classified Personnel who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

5.2.8 WRITTEN EXAMINATIONS

- A. The written examination for a class may cover any subject matter appropriate to the duties of positions

within the class including testing of skills, knowledge and abilities.

5.2.9 INTERVIEW PANEL EXAMINATIONS (EDUCATION CODE 45260, 45273)

- A. If an examination requires the use of an interview panel, the Director of Classified Personnel shall assure that the following Rules are followed:
1. the panel shall consist of at least two persons;
 2. an employee of the District or of the Commission may serve on an interview panel if he/she is not at the first or second level of supervision over a vacant position in the class for which the examination is being held;
 3. unless specifically directed to evaluate candidates' technical knowledge and skills, the interview panel shall confine itself to evaluating general fitness for employment in the class;
 4. when the interview panel is directed to evaluate technical knowledge and skills, at least two members of the panel shall be technically qualified in the specified occupational areas under examination and
 5. members of the Board or Commission shall not serve on an interview panel.
- B. Interviews shall be tape recorded and filed in the Commission office.
- C. Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.

5.2.10 EVALUATION OF TRAINING AND EXPERIENCE

- A. If a part of the examination is an evaluation of the applicants' training and experience, the evaluation shall be individually and independently conducted by at least two members of a committee other than the interview panel.

1. The scores of all applicants shall be listed in rank order.
2. The Director of Classified Personnel shall determine and weight the passing scores of the training and experience evaluation.

5.2.11 ADMISSION TO EXAMINATION

- A. Each applicant whose application has been approved shall be notified a reasonable time in advance of the time, date and place of the examination, and such notice shall be the applicant's authority to take the examination. No candidate may be admitted to any examination without this authorization or other satisfactory evidence of having filed an acceptable application.

5.2.12 EXAMINATION PROCEDURES

- A. Competitors in any written test must take the test on the prescribed date unless approved by the Director of Classified Personnel.
- B. Copies of the questions in a test shall not be made by competitors or other unauthorized persons.
- C. Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in a given examination shall have been marked and rated.
- D. A competitor in any examination who places an identifying mark upon his/her test papers (other than the identifying mark prescribed at the time of examination) or makes an attempt to disclose to others the identity of his/her papers to the completion of the examination may be disqualified.

5.2.13 SENIORITY CREDIT

- A. Seniority credit shall be added to the final passing scores of Candidates who have permanency with the District or who are on a valid reemployment list.

- B. The following is the schedule of seniority credits allowed:
 - 1 - one (1) month permanency through second year of service;
 - 2 - in the third and fourth year of service;
 - 3 - in the fifth and sixth year of service;
 - 4 - in the seventh and eighth year of service or
 - 5 - in the ninth and tenth year of service and in all succeeding years.

- C. A full year's credit shall be granted to employees whose regular position is assigned on less than a calendar year basis.

5.2.14 VETERAN'S PREFERENCE (EDUCATION CODE 45294, 45295, 45296)

- A. A veteran, as defined in this Rule, shall mean an individual who has served at least thirty (30) days of active duty in the Army, Navy, Marine Corps or Air Force between the dates listed below:
 - World War I April 6, 1917 to Nov. 11, 1918
 - World War II Dec. 7, 1941 to Dec 31, 1946
 - Korea June 27, 1950 to Jan. 31, 1955
 - Viet Nam Aug 4, 1964 to May 7, 1975

- B. Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in the entry-level examinations.

- C. Disabled veterans shall have an additional ten (10) points added to their final score in entry level examinations.
 - 1. A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the armed forces.

5.2.15 NOTICE OF FINAL SCORE

- A. Each candidate who qualifies, shall be notified within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list.
- B. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

Rule 5.3

REVIEW AND PROTEST OF EXAMINATIONS

5.3.1

REVIEW AND PROTEST PROCEDURES (EDUCATION CODE 45274)

- A. Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral interview panel shall be retained for a period of two (2) years.
- B. Examination records shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers shall not be available for reviews.
- C. Remaining examination records, such as papers, tapes and scores of the candidate or eligible shall be available for review only by the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records or another person.
- D. Notification of test results shall be provided to candidates as soon as practicable following administration of the tests. Review of test segments shall be made during the five (5) working days following notification. At the time of review the candidate may protest in writing, any part of the examination, outlining the basis for the protest and stating the remedy sought. No candidate may remove information from the examination materials.
- E. Failure to review or file a protest with the Director of Classified Personnel within the review period shall constitute a waiver of the right to appeal that part of the selection process.

- F. The Director of Classified Personnel shall review and act upon all protests. He/she may allow more than one (1) answer to a question or may disqualify a question if the protest is valid. If a protest results in any change, the test papers of all candidates will be reviewed and re-scored accordingly.