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CHAPTER V

RECRUITMENT AND EXAMINATIONS

RULE 5.1 RECRUITMENT

5.1.1 ANNOUNCEMENT OF EXAMINATIONS

- 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. This action includes approval by the Commission of the class specification and appropriate placement on the salary schedule.
- 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 of placing 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 disabled persons 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 application;
 - 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 full understanding of the nature of the employment and procedures necessary to participate in the examination.

Reference: Education Code Sections 45260, 45261, 45272 and 45278

5.1.2 WAIVER OF POSTING REQUIREMENT

- A. The Personnel Commission may waive the posting time requirement references in Rule 5.1.1.B provided that:
1. Published summary examination bulletins are distributed to all work locations at least once each month.
 2. Requests for transfers and change of location shall be maintained, and eligible candidates shall be certified to the appointing authority, along with names of appropriate applicants from employment lists.

RULE 5.2 EXAMINATIONS

5.2.1 DETERMINATION OF EXAMINATION

- 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.

Reference: Education Code Sections 45272 and 45284

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 5.2.15. These examinations shall be open to all qualified applicants.

5.2.3 PROMOTIONAL EXAMINATIONS

- A. Where an adequate field of competition exists within the District and examinations can reasonably be expected to result in a minimum three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants.
- B. Promotional examinations shall be restricted to permanent employees of the District and former employees on valid reemployment lists who meet the qualifications of the class.

- C. Written notices concerning tests shall be distributed to all work locations for at least fifteen (15) working days prior to the application filling deadline. 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 mail of examinations which the employee 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.

Reference: Education Code Section 45272

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. This examination procedure shall result in a promotional and open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional 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

- 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 on one (1) merged list.

Reference: Education Code Section 45284

5.2.6 CONTINUOUS EXAMINATIONS

- 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.

5.2.7 RETAKING OF EXAMINATION

- A. A candidate may not retake the same examination for a period of ninety (90) calendar days from the date the examination was administered.

Reference: Education Code Sections 45273 and 45292

5.2.8 TYPES OF EXAMINATIONS

- A. Examinations shall be administered objectively and shall consist of test parts that relate to job requirements. 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, and
 - 4. Evaluation of training, education, and experience by a qualifications appraisal interview panel.
- 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.

Reference: Education Code Sections 45260 and 45273

5.2.9 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.

5.2.10 INTERVIEW PANEL EXAMINATIONS

- 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 (2) persons;
 - 2. First or second level supervisors over a vacant position in the class for which the examination is being held shall not sit on the oral interview panel;
 - 3. When the interview panel is directed to evaluate technical knowledge and skills, at least two (2) members of the panel shall be technically qualified in the specified occupational areas under examination, and
 - 4. 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.

Reference: Education Code Sections 45260 and 45273

5.2.11 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 (2) members of a committee other than the interview panel.

5.2.12 ADMISSION TO EXAMINATION

- A. Each applicant whose application has been approved shall be notified in advance of the time, date and place of the examination. Such notice shall be the applicant's authority to take the examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate shall be required to provide a valid picture identification at the time of admittance to the examination.

5.2.13 EXAMINATION PROCEDURES

- A. Candidates in any test must take the test on the prescribed date unless an alternative is approved by the Director of Classified Personnel.
- B. Copies of any portion of a test shall not be duplicated.
- C. Written answer sheets shall be managed so that none of the test papers will disclose the name of any candidate until all papers of all candidates in a given examination have been marked and rated.
- D. A candidate in any examination who places an identifying mark upon their test papers (other than the identifying mark prescribed at the time of examination) may be disqualified.

5.2.14 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 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 a less than twelve-month (12) basis.

5.2.15 VETERAN'S PREFERENCE

- A. Veterans shall be allowed an additional five (5) points added to their final score in entry-level examinations, only if they received an overall passing score.
 - 1. Disabled veterans shall have an additional five (5) points added to their final score in entry-level examinations.
 - 2. 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.

Reference: Education Code Sections 45294, 45295 and 45296

5.2.16 NOTICE OF FINAL SCORE

- A. Each candidate who qualifies shall be notified within fifteen (15) working days after completion of the examination of their standing on the eligibility list.
- B. Candidate who does 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

- 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 not less than ninety (90) days after promulgation of an eligibility list.
- B. Examination records, such as identifiable ratings of oral panel members or references from previous employers, shall not be available for review by candidates, and shall be maintained in a confidential manner by the Personnel Commission staff.
- C. Other examination records, such as papers, recordings and scores of the candidate shall be available for review only by the candidate or their representative. The candidate or their representative may not review the records of another candidate.
- D. Candidates or eligibles, may protest any test part within five (5) working days from the postmark date of the notice of the test results.
 - 1. The protest shall be in writing and based solely on one or more of the following:

- a. Illegal discrimination;
 - b. Abuse of discretion;
 - c. Procedure or content error.
- 2. The protest must include rationale to support the protest and proposed remedy.
 - 3. A valid protest, as described above, may allow the protesting candidate to participate conditionally in the examination process or may temporarily suspend examination activities while the decision is pending.
- 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 examination process.
 - F. The Director of Classified Personnel shall review and act upon all protests. The Director of Classified Personnel 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.

Reference: Education Code Section 45274