

## CHAPTER 50

### RECRUITMENT AND EXAMINATIONS

---

#### 50.1 RECRUITMENT

**50.1.1 ANNOUNCEMENT OF EXAMINATIONS:** The Personnel Commission shall direct the holding of examinations for the purpose of filling vacancies or creating lists for the Classified Service.

**50.1.1.1** No examination announcement may be made and no part of any examination may be held for a new position until the Board has properly designated the position duties and the Commission has completed the position classification including the establishment of minimum qualifications.

**50.1.1.2** Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist, the Personnel Commission shall announce each examination 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 Services shall determine the appropriateness and may place advertisements in newspapers, trade and business journals or other media. The Director of Classified Personnel Services shall insure that community agencies and organizations dealing with women, minorities, and the disabled are notified of each examination.

**50.1.1.3** For continuous postings, applications are accepted on a daily basis up to the day prior to the scheduled written examination.

**50.1.1.4** An examination bulletin shall be distributed to all work locations when a position is being recruited. Work locations shall be defined as: Each School (Administration Office Area; Custodial Office Area; and Food Service Area), Transportation Department, Maintenance & Grounds Department, and the District Administration Offices.

**50.1.1.5** The Employment Opportunity Bulletin shall contain the title of the class and shall include the following:

1. Information concerning the conditions of employment.

2. A description of the scope of duties and responsibilities of the class.
3. Minimum qualifications required.
4. The salary, benefits, and other compensation.
5. Number of hours per day, days per week, and days per year assigned to a particular position.
6. The deadline date for filing applications.
7. The general content of the examination and the types of tests and weights to be given.
8. Such other information as will assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination.

**REFERENCE:** Education Code Sections 45109, 45260, 45261, 45272, and 45278

**50.1.1.6 EXAMINATION PAPERS:** All examination papers submitted by competitors are the property of Personnel Commission and are confidential records.

## 50.2 EXAMINATIONS

**50.2.1 DETERMINATION OF EXAMINATIONS:** The Personnel Commission shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:

**50.2.1.1** Open Competitive

**50.2.1.2** Promotional

**50.2.1.3** Promotional and Open Competitive with the promotional list taking precedence

**50.2.1.4** Merged Promotional and Open Competitive

**50.2.1.5** Continuous

**REFERENCE:** Education Code Sections 45272 and 45284

**50.2.2 WHO MAY COMPETE:** Competitive examinations for positions in the Classified Service shall be open to all applicants who meet the minimum qualifications and who are not rejected as provided in Rule 40.2.1, provided that examinations may be restricted to promotional candidates at the discretion of the Commission. Promotional examinations shall be restricted to regular employees. Age shall not be a factor in admitting applicants to examinations.

**50.2.3 OPEN COMPETITIVE EXAMINATIONS:** All entry level classifications have an open competitive examination and veterans' preference points shall be allowed as specified in these rules. These examinations shall be open to all qualified applicants.

**50.2.4 PROMOTIONAL EXAMINATIONS:** Where an adequate field of competition exists within the District and examinations can reasonably be expected to result in three well qualified ranks of eligibles, the field of competition should be limited to promotional applicants.

**50.2.4.1** Promotional examinations shall be restricted to regular employees of the District and former employees on a valid reemployment list who meet the qualifications of the class.

**REFERENCE:** Education Code Sections 45103, 45260, 45261, 45272 and 45281

**50.2.5 PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS:** 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.

**50.2.5.1** Applicants shall be considered as a group in determining passing scores on the examination.

**50.2.5.2** 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.

**REFERENCE:** Education Code Sections 45103, 45260, 45261, 45272 and 45284

**50.2.6 MERGED PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS:** 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. Merged Promotional and Open Competitive examinations shall be conducted to establish all eligibility lists for management positions. The resulting eligibility list shall consist of promotional and open competitive eligibles in one merged list. Veteran's credits will be allowed on Open Competitive examinations only. Seniority credit for promotional candidates will be allowed on all examinations.

**REFERENCE:** Education Code Sections 45284 and 45291

**50.2.7 CONTINUOUS EXAMINATIONS:** 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.

**50.2.7.1** A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 90 calendar days.

**REFERENCE:** Education Code Sections 45273 and 45292

**50.2.7.2** The classifications of Campus Security, Campus Security Assistant, Food Services Assistant, Instructional Assistant-Special

Education, Bus Driver and Bus Driver Trainee are critical to the operation of the school district. To provide current eligibility lists, substitute lists and assure as much as possible that vacant positions in these classes are filled in a timely manner, these recruitments are designated Continuous Examinations.

**50.2.8** **TYPES OF EXAMINATIONS:** Examinations shall be conducted by the Commission's staff and shall be administered objectively and shall consist of test parts that relate to job performance. The parts may be any of the following:

**50.2.8.1** Written examination.

**50.2.8.2** Performance examinations.

**50.2.8.3** Evaluation of applicants' training and experience submitted on application materials.

**50.2.8.4** Oral Technical examinations.

**50.2.8.5** Other tests of fitness determined by the Commission.

**REFERENCE:** Education Code Sections 45260 and 45273

**50.2.9** **WRITTEN EXAMINATION MATERIALS:** Written testing materials shall be content validated for any written test that is over one (1) year old or the class specification has changed since the last test date.

**50.2.10** **SCORING AND WEIGHTING OF TESTS:** All examination parts shall be prepared under the direction of the Director of Classified Personnel Services 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, 45261, and 45274

**50.2.11** **INTERVIEW PANEL EXAMINATIONS:** If an examination requires the use of an interview panel, the Director of Classified Personnel Services shall assure that the following rules are followed:

**50.2.11.1** The panel shall consist of at least two (2) persons.

- 50.2.11.2** An employee of the District or of the Commission may serve on an interview panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.
- 50.2.11.3** 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.
- 50.2.11.4** When the oral technical board 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.
- 50.2.11.5** Members of the Board of Trustees or Personnel Commission shall not serve on an interview panel.
- 50.2.11.6** Interviews shall be electronically recorded and filed in the Commission Office for ninety (90) days.
- 50.2.11.7** Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.
- 50.2.11.8** In no case will an oral technical board or other interview panel be provided with confidential references on employees of the District who are competing in examinations.

**REFERENCE:** Education Code Sections 45260 and 45273

- 50.2.12** **EVALUATION OF TRAINING AND EXPERIENCE:** 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. The scores of all applicants shall be listed in order of score. The Director of Classified Personnel Services shall determine and weight the passing scores of the training and experience evaluation.

**REFERENCE:** Education Code Section 45260

- 50.2.13** **ADMISSION TO EXAMINATION:** Notice to applicants of the time, date, and place of the examination is provided in the Employment Opportunity Bulletin. Applicant's that fail to meet minimum qualifications may not take the examination. Each candidate must provide personal identification at the time

of examination for admittance to take the test. For Continuous Postings written notice of examination dates is sent to qualified applicants.

**50.2.14** **EXAMINATION PROCEDURES:** Competitors in any written examination must take the test on the prescribed date unless approved by the Director of Classified Personnel Services.

**50.2.14.1** Copies of the questions in a test shall not be made by competitors or other unauthorized persons.

**50.2.14.2** 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 have been marked and rated.

**50.2.14.3** Promotional candidates may take the written examination at a subsequent date and time, under the following guidelines:

1. An employee on sick leave, who is not allowed to be in the work place, may take a Personnel Commission exam with a note from their Dr. Clearing him/her to take the exam.
2. A work related emergency conflicted with the scheduled written examination.
3. The employee must call the Classified Personnel Services office prior to test start time to provide notification of the work related emergency. The Supervisor must confirm the work related emergency.
4. Work load is not a work related emergency.
5. The subsequent written examination must be taken within two (2) work days or prior to next phase of examination, whichever occurs first.

**REFERENCE:** Education Code Section 45260, 45261, and 45273

**50.2.15** **RATING REQUIRED:** Candidates may be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part. Written Examination Scores are not transferable to other recruitments. In Basket Examination Scores are valid for one (1) year and may be transferred to other recruitments which require the same examination. Notification of transfer of scores must be received from the applicant prior to the subsequent examination date. Scores for the Quality Appraisal Interviews (Ventures for Excellence) shall be valid for six (6) months.

**REFERENCE:** Education Code Section 45260, 45261, and 45273

**50.2.16 SENIORITY CREDIT--Promotional Examinations:** Seniority credit shall be added to the final passing scores of candidates in the amount of one point for each year of service, not to exceed a total of five (5) points. Credit shall be granted for time spent in regular status (see definition) in the Classified Service and on leave from the Classified Service while otherwise employed in this District. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar year basis or less than an eight (8) hour day. The following is the schedule of seniority credits allowed:

**50.2.16.1** 1 Point permanency (through the first year of service).

**50.2.16.2** 2 Points after the second year of service.

**50.2.16.3** 3 Points after the third year of service.

**50.2.16.4** 4 Points after the fourth year of service.

**50.2.16.5** 5 Points after the fifth year of service and in all succeeding years.

**REFERENCE:** Education Code Sections 45260, 45261, 45272, and 45281

**50.2.17 VETERAN'S PREFERENCE:** 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, Air Force, National Guard, or Coast Guard between the dates listed below:

World War II.....December 7, 1941 to December 31, 1946

Korea.....June 27, 1950 to January 31, 1955

Vietnam.....August 4, 1964 to May 7, 1975

Gulf War.....Persian Gulf Campaign Medal awarded after July 24, 1987

**50.2.17.1** Veteran's credits are not be allowed for Merged Promotional and Open Competitive recruitments as provided in Rule 50.2.6.

**50.2.17.2** Veterans, except disabled veterans, shall have an additional five (5) points added to their final score.

**50.2.17.3** Disabled veterans shall have an additional ten (10) points added to their final score. 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 of the United States (must provide Form SF-15).



**50.2.17.4** In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service (DD-214) at the time the employment application is submitted as provided in Rule 40.2.3. No adjustment of rank on the list shall be made when such proof is presented thereafter.

**REFERENCE:** Education Code Sections 45260, 45261, 45294, 45295, and 45296

**50.2.18** **NOTICE OF FINAL SCORE:** Each candidate who qualifies shall be notified within fifteen (15) working days after completion of the examination of his standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

**50.2.19** **TIES IN EXAMINATION SCORES:** All applicants having the same final score shall occupy the same rank on the eligibility list, designated with a "T" for tied.

### **50.3 REVIEW AND PROTEST OF EXAMINATION**

- 50.3.1 RETENTION OF ALL EXAMINATION RECORDS:** 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.
- 50.3.2 EXAMINATION RECORDS SHALL BE CONFIDENTIAL:** 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 review.
- 50.3.3 AVAILABILITY FOR REVIEW:** Remaining examination records, such as papers, tapes and scores of the candidate or eligible shall be available for review by appointment with the Director, of Classified Personnel Services only by the candidate or eligible or his representative. The candidate or eligible or his representative may not review the records of another person.
- 50.3.4 NOTIFICATION OF RESULTS AND REVIEW:** Notification of test results shall be provided to candidates as soon as practicable following administration of the test. Review of test segments must be requested 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 or copy information from the examination materials.
- 50.3.5 FAILURE TO FILE PROTEST:** Failure to review or file a protest with the Director of Classified Personnel Services within the review period shall constitute a waiver of the right to appeal that part of the selection process.
- 50.3.6 DIRECTOR OF CLASSIFIED PERSONNEL SHALL REVIEW ALL PROTESTS:** The Director of Classified Personnel Services shall review and act upon all protests. He 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.

**50.3.7**     **APPEAL TO COMMISSION:** The Director of Classified Personnel Services shall inform the candidate who has submitted the protest of his decision. Should the Director of Classified Personnel Services rule against the protest, that decision may be appealed to the Personnel Commission. However, the filing of such an appeal shall not stop or otherwise delay the selection process unless so ordered by the Personnel Commission.

**REFERENCE:** Education Code Section 45274