

CHAPTER 5 – RECRUITMENT AND EXAMINATIONS

5.1 Recruitments

5.1.1 Announcement of Examinations

The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating lists for the Classified Service.

5.1.1.1 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. (Note: A newly-created position is one which does not have a previously separate existence.)

5.1.1.2 Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist (as determined by the Commission), the Personnel Commission shall announce each examination on the appropriate vacancy announcement form which shall be distributed to all employee work sites and community locations for at least ten (10) working days. It shall be the responsibility of each site administrator or department head to insure that all vacancy announcements are posted in an area where all employees shall have access to them. The Director of Classified Human Resources shall determine the appropriateness and may place advertisements in newspapers, trade and business journals or other media. The Director of Classified Human Resources shall insure that community agencies and organizations dealing with women, minorities, and the handicapped are notified of each examination.

5.1.2 Opening of Announcements

The vacancy announcement shall contain the title of the class and shall include the following:

- A) Information concerning the purpose of the examination.
- B) Information concerning the location of employment, the expected length of the life of the eligibility list, and other conditions of employment;
- C) A description of the scope of duties and responsibilities of the class.
- D) The qualifications and requirements of the class.
- E) The salary, benefits, and other compensation.

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F) The closing date for filing applications.

G) The general content of the examination and the types of tests to be given, to include test dates when possible.

H) The subjects about which competitors may be examined and the weights of various part of the examination; and

D) Such other information as to assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination

5.2 Notification of Required/Desired Skills

When a position is posted for recruitment and special skills are either desired or required that information shall be noted on the recruitment announcement.

Education Codes: 45109, 45260, 45261, 45272 and 45278

5.3 Examinations

5.3.1 Determination of Examinations:

The Director of Classified Human Resources shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:

5.3.2 Open and Competitive Examinations

Entry-level classifications with the Classified Service of the District shall always have an open competitive examination and veterans' preference points shall be allowed. These examinations shall be open to all qualified applicants.

5.3.3 Promotional Examinations

Where it has been determined by the Personnel Administrator of Classified Personnel that an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants. As a guideline, six (6) qualified applicants will be considered an adequate field of competition.

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5.3.3.1 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.

Education Codes: 45103, 45260, 45261, and 45272

5.3.4 Promotional and Open Competitive Examinations (with promotional list taking precedence)

5.3.4.1 Where it has been determined by the Director of Classified Human Resources that an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director may advertise the examination among employees and the general public.

5.3.4.2 Qualified probationary employees (those who have not completed an initial probationary period with the District) may compete in such examinations as "open" candidates.

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

5.3.4.4 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 (defined as having fewer than three eligible and available ranks), certification of additional ranks shall then be made from the open list.

Education Codes: 45103, 45260, 45261, and 45272

5.3.5 Dual Certification

An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veterans' preference points for open candidates and seniority credit points for promotional candidates (See Rule #5.3.14).

Education Codes: 45282 and 455284

5.3.6 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. If a qualifications appraisal interview is required, the

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interview panel may consist of two persons who may be employees of the District or the Commission, as designated by the Director of Classified Human Resources.

Continuous examination for classes which cannot be practically filled by promotional examination only may be held without further action by the Personnel Commission.

Education Codes: 45273 and 45292

5.3.7 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:

- A) Written examination.
- B) Practical demonstration of skill
- C) Evaluation of applicants' training and experience submitted on application materials.
- D) Evaluation of training, education, and experience by a qualifications appraisal interview panel.
- E) Other tests of fitness determined by the Commission.

Education Codes: 45260 and 45273

5.3.8 Scoring and Weighting of Tests

All examination parts shall be prepared under the direction of the Director of Classified Human Resources who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

Education Codes: 45260, 45261, and 45274

5.3.9 Qualifications Appraisal Interview Examinations

If an examination requires the use of a Qualifications Appraisal Interview Panel, the Director of Classified Human Resources shall assure that the following rules are followed:

5.3.9.1 The panel shall consist of at least two persons who shall be technically qualified in the specified occupational areas under examination.

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5.3.9.2 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.

5.3.9.3 The interview panel shall evaluate general fitness for employment in the class and the candidates' technical knowledge and skills.

5.3.9.4 Members of the Board of Education or Personnel Commission shall not serve on interview panels.

5.3.9.5 Interviews shall be electronically recorded and filed in the Commission Office.

5.3.9.6 Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.

5.3.9.7 In no case will an oral or performance examination board be provided with confidential references on candidates who are competing in examinations.

5.3.9.8 In interview panel examinations, ratings accorded competitors shall be expressed in percentages with 60% being the minimum qualifying rating. Ratings shall be made independently by each interviewer either before or after discussion with other interviewers. Ratings shall be made on forms prescribed by the Director of Classified Human Resources, which shall be signed by the interviewer and be delivered to the Director of Classified Human Resources or his/her representative. When a competitor is disqualified by a member of the Qualifications Appraisal Interview Board, the interviewer shall make a record of the reason(s) on the rating sheet.

Education Codes: 45260 and 45273

5.3.10 Admission to Examination

Admission to an examination shall be by a valid examination pass for those examinations where application materials are submitted at the time of the exam, or by inclusion in a listing of qualified applicants for those examinations where applications have been submitted and evaluated prior to the examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate must provide personal identification (with picture I.D.) at time of examination admittance in order to take the test.

Education Codes: 45260 and 45261

5.3.11 Examination Procedures

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Competitors in any written test must take the test on the prescribed date unless prior approval of the Director of Classified Human Resources has been obtained. Alternate test dates/times shall only be approved in cases of emergency or severe hardship, as determined by the Director of Classified Human Resources.

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

5.3.11.2 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. The only exception to this rule shall be if the Commission maintains a computerized and automated test scoring system which will automatically and accurately score the exams of all competitors, and which has built-in safeguards to insure that an individual examination score cannot be falsely altered.

5.3.11.3 A competitor in any examination who places an identifying mark upon his/her test paper (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 prior to the completion of the examination may be disqualified.

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

Education Codes: 45260, 45261, and 45273

5.3.12 Rating Required

Candidates will 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.

Education Codes: 45260, 45261, and 45273

5.3.13 Seniority Credit

In Dual Certification examinations, 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. 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 hour day. Seniority credit rights shall be considered as having been lost when the services of an employee have been terminated for a period of 39 months or more. Seniority credit shall be at the rate of .50 point for each full year of service, up to a maximum of 10.0 points.

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Education Codes: 45260, 45261, 45272, and 45281

5.3.14 Veterans 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 I April 6, 1917 to November 11, 1918
World War II December 7, 1941 to December 31, 1946
Korea..... June 27, 1950 to January 31, 1955
Viet Nam August 4, 1964 to May 7, 1975

5.3.14.1 Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in entry-level examinations on an open eligibility list.

5.3.14.2 Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examinations on an open eligibility list. 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.

Education Codes: 45260, 45261, 45294, 45295, and 45296

5.3.15 Notice of Final Score:

Each candidate who qualifies, shall be notified by the Personnel Commission's staff within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

Education Codes: 45260 and 45261

5.3.16 Violation of These Examination Rules/Laws

Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of the Education Code provisions of the merit system, or these rules as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the merit system sections of the Education Code or the rules of the Personnel Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.

Education Codes: 45260, 45261, 45310, and 45311

5.4 Review and Protest of Examinations

5.4.1 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 by the Personnel Commission for a period of three (3) years.

Education Codes: 45260, 45261, and 45274

5.4.2 Examination Records Shall be Confidential

All papers submitted by candidates in the course of an examination process are the property of the Personnel Commission and shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers shall not be available for review.

Education Codes: 45260, 45261, and 45274

5.4.3 Availability for Review

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 of another person. Except under conditions of a formal protest, examinations shall not be available for review. No candidate or representative may remove or copy information from the examination materials.

Education Codes: 45260, 45261, and 45274

5.4.4 Examination Protest

Protest forms shall be available at all examination processes. These forms shall be for the purpose of protesting the inclusion or content of any examination question and/or section. Failure to file a protest as described in Rule #5.5.4.1 shall constitute a waiver of the right to appeal that part of the selection process.

5.4.4.1 Protest forms must be filed within 24 hours of the ending of the examination. The Director of Classified Human Resources shall review and act upon all protests. If the protest results in any change, the test papers of all applicants shall be reviewed and re-rated.

5.4.5 Appeal to Commission

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The Director of Classified Human Resources shall inform the candidate who has submitted the protest of his/her decision. That decision shall be in writing and served in person or by certified mail (Return Receipt Requested) to the applicant. This requirement will be deemed to have been met if the Director of Classified Human Resource's decision is sent certified mail to the last known home address on file in the Personnel Commission Office. Failure of the applicant to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timeliness outlined in these rules. The responsibility for keeping the District informed of a home address is the requirement of the applicant. For purposes of this rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt. Should the Director of Classified Human Resources 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 (examination) process unless so ordered by the Personnel Commission.

5.4.5.1 Appeals to the Personnel Commission shall be submitted in writing to the Personnel Commission Office within three (3) working days of receipt of the decision of the Director of Classified Human Resources.

5.4.5.2 The Personnel Commission shall hold a hearing to hear the appeal of the applicant. The decision of the Personnel Commission shall be in writing and served on the applicant using the procedures outlines in Rule #5.4.5. The decision of the Personnel Commission shall be final and binding on all parties.

Education Codes: 45260 and 45261