

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.1 Character of Examinations

- A. Examinations may be written, oral, or in the form of a practical demonstration of skill and ability, or any combination of these. Any assessment of education or experience, and tests of technical knowledge, skills, or abilities which, in the judgment of the Personnel Commission or the Director, Human Resources, are job-related and valid predictors of success in the classification, may be administered.
- B. Examinations shall be administered objectively. Candidates shall be required to attain a designated minimum score in each part of the examination process to qualify for participation in the next succeeding part. The Director, Human Resources or designee shall determine the designated minimum score for each exam component and for the overall examination, and shall assign relative weight percentages to the examination components.
- C. For classifications deemed by the Personnel Commission or by the Director, Human Resources to require an oral examination, the oral examination panel shall include at least two members.
- D. Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination panel shall confine itself to evaluating general fitness for employment in the classification. When the oral examination panel is directed to evaluate technical knowledge and skills, at least two members shall be technically qualified in the specified occupational area. Members of the County Board of Education or Personnel Commission shall not serve on an oral examination panel. An employee of the County Education Office may serve on an oral examination panel if they are not at the first or second level of supervision over a vacant position in the class for which the examination is held.
- E. In no case will an oral examination panel be provided with confidential references on candidates in an examination. Scores achieved by the candidates on other parts of the examination shall not be made available to the oral examination panel.
- F. Human Resources shall provide for the proceedings of all examinations to be electronically recorded. The recordings shall be kept on file in Human Resources for 90 days.

Reference:

Education Code Sections 45260-45261 and 45272-45273

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