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RULE V

RECRUITMENT AND EXAMINATION

SECTION A. ANNOUNCEMENT AND RECRUITMENT

1. CALL FOR EXAMINATIONS – The Division of Personnel shall announce open-competitive or promotional examinations to fill vacancies in the merit system and to provide eligible lists for classes of positions where vacancies are likely to occur and shall prepare, announce, and administer them in the manner provided in these rules.
2. PUBLIC ANNOUNCEMENT OF EXAMINATIONS
  - a. The JOA shall specify the title and pay range or pay rates of the job class, the nature of the work to be performed, any necessary qualifications which may be required for examination, the time, place and manner of making application for examination, and all other conditions of competition, including the relative weights assigned to the various parts of the examination, and whether failure in any one part of the examination will disqualify an applicant.
  - b. The announcement of promotional examinations shall specify, in addition to the above information, the organizational unit or units for which the examination is given and, where appropriate, the job class or job classes of employees which shall be considered eligible to compete for the available position.
    - (1) Public notice of open-competitive examinations shall be given at least 10 calendar days in advance of the last date for filing of applications by means of a JOA posted on the official bulletin board of the Division of Personnel.
    - (2) JOAs of all examinations shall be given such other publicity as the Division of Personnel deems warranted in the interest of attracting adequate numbers of qualified applicants.
    - (3) In the case of promotional examinations, announcements shall be made available to each Appointing Authority under whom there are employees eligible to compete and it shall be the duty of the Appointing Authority to make such notices available to all eligible employees in the department.
3. EXTENSION OF CLOSING DATE OR CANCELLATION OF EXAMINATION – If an insufficient number of qualified candidates apply for an open-competitive or

32 promotional examination, the Personnel Director may extend the last filing date of  
33 the date of examination. The Personnel Director may cancel any examination which  
34 becomes unnecessary.

35 4. CONTINUOUS RECRUITMENT

36 a. The Division of Personnel may establish a continuous recruitment program for  
37 those job classes where a substantial and recurring need for qualified applicants  
38 is expected. Under this program applications may be accepted at any time and  
39 examinations held whenever a sufficient number of applications have been  
40 received to assure adequate competition.

41 b. For those job classes requiring continuous recruitment, a statement shall be  
42 included in the JOA to the effect that applications will be accepted until further  
43 notice.

44 SECTION B. CHARACTER OF EXAMINATIONS

45 1. OPEN-COMPETITIVE EXAMINATIONS

46 a. In open-competitive examinations, any practical means or measures may be  
47 used to test the ability and fitness of candidates to perform the duties and  
48 responsibilities of positions for which the examination is held. These means or  
49 measures must be job related.

50 b. No test or question in any examination shall intentionally call for or lead to  
51 disclosure of any information concerning race, color, national origin, political, or  
52 religious affiliations, age, disability/handicap condition, sexual orientation, marital  
53 status, preferences, or opinions. Any such voluntary disclosures by the applicant  
54 shall be discouraged and any such information which may nevertheless be  
55 revealed shall be disregarded.

56 2. COMPETITIVE PROMOTIONAL EXAMINATIONS

57 a. The goal of promotional examinations shall be to assure broad consideration of  
58 the largest practical number of most qualified candidates and to increase  
59 opportunities for merit employees.

60 b. The Division of Personnel may limit competitive promotional examinations to  
61 employees of a single department or an organizational unit or they may be  
62 countywide.

- 63 c. An employee must meet the qualifications for the higher job class.
- 64 d. Competitive promotional examinations shall include any tests prescribed for
- 65 open-competitive examinations for the higher job class.

66 3. NON-COMPETITIVE PROMOTIONS

- 67 a. A non-competitive promotion may be authorized by the Division of Personnel in
- 68 cases where five or fewer qualified employees have applied.
- 69 b. A non-competitive promotion shall be approved only if an employee meets the
- 70 necessary qualifications for the higher job class including successful completion
- 71 of any tests prescribed for open-competitive examinations for the higher job
- 72 class.
- 73 c. The procedure for determining eligibility shall be established by the Personnel
- 74 Director and shall take into consideration approved practices.
- 75 d. Departments are encouraged to interview the candidates and to maintain a
- 76 record of their evaluation.

77 SECTION C. PREPARATION AND ADMINISTRATION OF EXAMINATIONS

78 1. CONSULTATION WITH APPOINTING OR OTHER QUALIFIED AUTHORITIES –

79 The Division of Personnel may consult with appropriate Appointing Authorities and  
80 other qualified authorities regarding the content of examinations.

81 2. ESTABLISHMENT OF PROCEDURES

- 82 a. The Division of Personnel shall establish procedures to be used in conducting
- 83 the examination of applicants.
- 84 b. The examinations may be conducted in as many locations in the County or
- 85 elsewhere as required.
- 86 c. The Division of Personnel may designate examiners or interviewers to administer
- 87 the examinations or interviews under instructions prescribed by the Personnel
- 88 Director and may make arrangements for the use of public buildings in which to
- 89 conduct the examinations.
- 90 d. The Division of Personnel may disqualify any applicant for failure to comply with
- 91 the procedures and regulations established for conducting the examination.

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- 92 3. COUNTY EMPLOYEES AND OTHERS AS EXAMINERS/INTERVIEWERS
- 93 a. The Personnel Director may select suitable County employees with the consent
- 94 of the appointing authorities under whom these persons serve or other
- 95 appropriate persons to act as interviewers.
- 96 b. These interviewers shall act under the sole direction of the Personnel Director or
- 97 designees and shall not take into account any influence or attempted influence
- 98 from other sources.
- 99 c. Interviewers so selected shall serve on regular working days with no extra
- 100 compensation.
- 101 4. CONFIDENTIAL NATURE OF TEST MATERIAL – Test material used in
- 102 examinations shall not be available for public inspection, but this shall not be
- 103 interpreted to prohibit the exchange of test material with other regularly established
- 104 personnel agencies.
- 105 5. RE-EXAMINATION
- 106 a. Any applicant who has failed an examination shall be eligible for re-examination
- 107 for the same exam according to a time schedule determined by the Personnel
- 108 Director.
- 109 b. No person who has passed the required examination for a job class may be re-
- 110 examined for the same job class or retake the same examination for the purpose
- 111 of improving the score on the examination unless:
- 112 (1) a new JOA is issued prior to the expiration of the existing eligible list, in
- 113 which case, eligibility on the new or consolidated list shall be based on the
- 114 provisions of Rule VI, Eligible Lists; or,
- 115 (2) not less than six months after the examination a qualified applicant requests
- 116 re-examination and can demonstrate that additional training or experience
- 117 has been gained which would have a logical bearing on the applicant's
- 118 performance on the examination. Ranking on the eligible list resulting from
- 119 the re-examination shall be in accordance with the provision of Rule VI,
- 120 Eligible Lists.
- 121 c. Other exceptions relating to eligibility for re-examination may be authorized by
- 122 special action of the Personnel Director.

123 SECTION D. RATING EXAMINATIONS

124 1. SYSTEM OF RATING – Accepted techniques and procedures of merit system  
125 administration shall be used in rating examinations and interviews and in  
126 determining the relative ranking of the applicants. In selecting an appropriate  
127 system for rating examinations, the Personnel Director shall give due regard to the  
128 number of applicants and to the number of vacancies which may reasonably be  
129 expected to occur during the life of the eligible list.

130 2. MINIMUM GRADES

131 a. In all examinations the minimum grade by which eligibility may be achieved shall  
132 be established by the Personnel Director. Applicants shall be required to attain  
133 at least a minimum grade on each part of the examination in order to receive a  
134 qualifying grade or to proceed further in the selection process.

135 b. Failure in one phase of an examination shall be grounds for the Division of  
136 Personnel to declare the applicant as failing the entire examination, or  
137 disqualified from further consideration in the selection process.

138 c. The final grade shall be determined by averaging the earned grade on each part  
139 of the examination in accordance with the weights established for each part of  
140 the examination.

141 3. APPLICANTS TO BE EXAMINED – The Personnel Director may indicate at the time  
142 of announcement of an examination the maximum number of applicants to be placed  
143 on the eligible list or who shall be permitted to compete in any of the separately  
144 weighted parts of the examination. The number of qualified applicants will be limited  
145 to those scoring the highest on the examination up to the designated maximum. The  
146 balance of the examination shall be offered only to the applicants who scored  
147 highest on the completed portions of the examination up to the maximum  
148 designated.

149 4. RATING OF COMPETITORS FOR LOWER JOB CLASS – An applicant who fails to  
150 gain eligibility for employment in a higher job class may, at the discretion of the  
151 Personnel Director, elect to accept eligibility for a lower job class if the grades on all  
152 appropriate parts of the examination are sufficient to qualify for the lower job class.

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153 5. EVALUATION OF TRAINING AND EXPERIENCE

- 154 a. If training and experience form a part of the total examination, the Personnel  
155 Director shall determine a procedure for the evaluation of these factors which  
156 shall consider the quality, recency, and the amount of prior experience and  
157 related training.
- 158 b. The Personnel Director may verify statements contained in the employment  
159 documents submitted by an applicant.
- 160 c. If, after an eligible list is established, information is received which materially  
161 affects the rating of an applicant, the Personnel Director shall issue a revised  
162 eligible list reflecting the appropriate adjustment in the applicant's rating or  
163 remove the applicant's name from the eligible list, and so notify the applicant and  
164 the appropriate Appointing Authority.

- 165 6. INTERVIEWS OR TESTS – When an interview or test is a part of the examination,  
166 the Personnel Director shall appoint an interview examiner or interview examination  
167 boards as needed.

168 SECTION E. VETERANS PREFERENCE

- 169 1. NON-DISABLED VETERANS – In open-competitive examinations, all non-disabled  
170 veterans who have met the necessary qualifications for each test and have received  
171 at least the qualifying grade required for eligibility in the examination shall have five  
172 points added to their earned rating.
- 173 2. DISABLED VETERANS – In open-competitive examinations, all veterans who are  
174 currently receiving compensation from the United States Veterans Administration for  
175 service incurred disabilities, who have met the necessary qualifications for each test  
176 and have received at least the qualifying grade required for eligibility in the  
177 examination shall receive 10 points added to their earned rating.
- 178 3. PROMOTIONAL EXAMINATIONS – Veteran's preference does not apply in  
179 promotional examinations.
- 180 4. PROOF OF ELIGIBILITY FOR VETERAN'S PREFERENCE
- 181 a. To be entitled to veteran's preference an applicant must file with the application  
182 for examination a copy of an official document or documents issued by the  
183 United States Department of Veteran's Affairs, General Services Administration's

184 National Records Center (Military Personnel Branch) which indicate the applicant  
185 is a veteran.

186 b. Within the time limit prescribed by the Division of Personnel, a disabled veteran  
187 must also file a certificate or statement from the United States Department of  
188 Veterans Affairs showing the existence of a currently compensable service  
189 incurred disability.

190 c. An applicant must request veteran's preference in accordance with procedures  
191 established by the Division of Personnel.

192 SECTION F. NOTICE OF EXAMINATION RESULTS – Upon request, applicants shall  
193 be entitled to information concerning their final grade and relative position on an eligible  
194 list.

195 SECTION G. REVIEW OF TEST RESULTS – An applicant or their authorized  
196 representative may inspect the applicant's test papers within 90 calendar days following  
197 establishment of the eligible list. Statements of former employers, character  
198 investigations and other inquiries shall remain confidential.