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RULE 2

EXAMINATIONS

RULE 2.0 EXAMINATION BARRED

No examination announcement may be made and no part of any examination may be held until the Governing Board has properly approved, if a reclassification, or designated, if a new class, the position duties, and the Commission has completed the position classification including the establishment of minimum education and work experience requirements.

RULE 2.1 NOTICE OF EXAMINATION

The Commission shall direct the holding of an examination to provide eligibles when it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist as determined by the Commission. At least fifteen (15) working days' public notice shall be given prior to such examination. The notice shall contain the following facts:

- A. Information concerning the location of the vacancy, the expected number of vacancies and other conditions of employment;
- B. The salary range for the position;
- C. The job description outlining the scope of duties and the minimum qualifications required;
- D. The last date for filing an application;
- E. The subjects about which competitors may be examined and the weights of the various parts of the examination;
- F. The passing score for the written examination; and
- G. Such other information as will assist the employee and public in fully understanding the nature of the employment.

Notices shall be mailed by U.S. Postal Service or electronically to a classified employee when notices may affect an employee who will not be reporting at his/her work location during periods when such employee will not be required to work, such as Winter Break, Spring Break, summer recess, vacations, and other paid or unpaid leaves of absences, and when the employee has previously requested notification in writing. However, the failure of an employee to receive such notice shall not invalidate any procedure if, in fact, the notice was placed in the mail and postage paid, or if electronic mail is confirmed.

RULE 2.2

CONTINUOUS EXAMINATIONS

The Personnel Commission may authorize recruitment by continuous examinations when there is a dearth of eligible to fill vacancies in the service in any class. All qualified applicants who have applications on file at the time of examination shall be notified. The examination shall be promulgated under similar conditions and techniques as previous examinations for the same class, and the resulting eligibility lists may be merged with previous lists for the class in the relative order of merit of the eligible.

An applicant who does not receive a passing score on an examination may retake the test for the classification after ninety (90) calendar days.

Candidates on a continuous examination eligibility list also may retake the written examination after ninety (90) days as an attempt to receive a higher score. The candidate has the option of retaining the last previous score if the score is higher than the score achieved after retaking the examination.

Termination of continuous examination procedures for any class may be affected by appropriate action of the Personnel Commission.

RULE 2.3

PROMOTIONAL EXAMINATIONS

Examinations shall, where practicable as determined by the Commission, be limited to promotional applicants. The Commission may order an open examination or simultaneous open and promotional examinations when no promotional field of competition exists or when there is doubt of its adequacy. Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the prescribed qualifications of the class.

RULE 2.4

PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS

The Director may advertise the examination among employees and the general public when it has been determined by the Director of Classified Personnel that an adequate field of promotional applicants does not exist or there is doubt of its adequacy.

RULE 2.5

DUAL CERTIFICATION

The Commission may, prior to the examination, authorize dual certification from the resultant eligibility lists when the same examination is held on an open competitive and promotional basis to provide a list of eligibles for any class having fewer than three permanent positions or for which most recent promotional eligibility list failed to provide sufficient available eligibles to fill all the vacancies occurring for permanent positions during the year of life of the eligibility list. 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 applicable seniority credit points for promotional candidates. Veterans' credit shall not be added to the scores of the open eligibles unless promotional eligibles have been removed from the list, through appointment or otherwise. Veterans' credit shall be added to the scores of the remaining open eligibles, and their ranks adjusted accordingly, when promotional eligibles have been removed from the list.

RULE 2.6

EXAMINATIONS FOR CERTAIN POSITIONS

- A. Examinations for the position of Business Manager or any other single position class at or above the level of Business Manager shall be held on an open and promotional basis.
- B. All employees of the District (certificated and classified) who meet the minimum qualifications shall be allowed to compete in the examination when such examinations are held.

Seniority credits shall be added to final scores of all successful candidates in the promotional exams.

- C. A single eligibility list will be developed from among the passing open and promotional candidates. Rating will be in accordance with the final score plus authorized credits.
- D. These examinations are not by law, considered "entrance examinations," and military preference credits are, therefore, not to be included.

RULE 2.7

OPEN COMPETITIVE EXAMINATIONS

- A. Entry level classifications with the Classified Service of the District shall always have an open competitive examination and veterans' preference points shall be allowed as specified in Rule 2.13. 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 1.2, provided that examinations may be restricted to promotional candidates at the discretion of the Commission.

RULE 2.8

ADMISSIONS TO EXAMINATION

- A. An applicant must submit an application and meet the minimum qualifications to be admitted to the examination.
- B. A person on a valid eligibility list for which a new examination is being given that will result in merging new applicants shall be notified of the upcoming exam and shall be provided application instructions. The person shall have the option of retaking the examination or keeping his/her present score and shall be merged on the new eligibility list. The person will be removed from the eligibility list one year from the original date he/she was placed on the list if the person does not retake the examination.
- B. Each applicant whose application has been qualified shall be notified in advance of the date, time and place of the examination, and such notice shall be the applicant's authorization to take the examination. No candidate may be admitted to an examination without such authorization or other satisfactory evidence of having filed an acceptable application. An applicant will not be admitted to the examination if he/she arrives for the examination fifteen (15) minutes after the scheduled starting time.

RULE 2.9

CHARACTERS 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 test 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

RULE 2.10

EXAMINATION PROCEDURES

- A. Candidates in any written test must take the test on the prescribed date unless religious affiliation (promotional and open candidates) or military service (promotional candidates only) requires other arrangements.
- B. Copies of the questions in a test shall not be made by candidates or other unauthorized persons.
- C. Written tests shall be so managed that none of the test papers will disclose the name of the candidate until all papers of all candidates in a given examination have been marked and candidates rated. An 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 ensure that an individual examination score cannot be falsely altered.

RULE 2.11

EXAMINATION WEIGHING

The relative weights of the different parts of the examination shall be determined by the Commission and set forth in the announcement of the examination. All examination papers shall be prepared and rated under the direction of the Classified Personnel Director.

RULE 2.12

RATING REQUIRED

Candidates will be required to attain a designated minimum rating in each part or in combined parts of the examination to qualify for participation in the next succeeding part.

RULE 2.13

VETERANS' PREFERENCE

- A. Veterans' preference points shall be added to passing scores in open examinations in the amount prescribed by Education Code 45296. "Veteran" as used in this section means any person who has served at least 30 days of active service in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, or as a nurse on active duty with the Red Cross, and who has been discharged or released under conditions other than dishonorable. "Armed forces" means the United States Air Force, Army, Navy, Marine Corps, or Coast Guard. "Time of war" means any period of war as defined by the United States Department of Veterans Affairs.

- B. Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in entrance exams on an open eligibility list.
- C. Disabled veterans shall have an additional ten (10) points added to their final score in entrance exams 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.
- D. The applicant shall furnish satisfactory proof of qualifying military service prior to establishment of the eligibility list in order to obtain credit. No adjustment of rank on the list shall be made when such proof is presented thereafter.

RULE 2.14

SENIORITY CREDIT

Seniority credit shall be added to the final passing exam score (i.e., combination of written exam and QAI or applicable test parts) of permanent employees after final exam score is rounded to the nearest whole percent. Seniority credit shall be added in the amount of .25 point for each complete year of service, not to exceed a total of 5 points. A full year's credit shall be granted to employees whose regular position is assigned on a less-than-a-calendar-year basis.

RULE 2.15

EXAMINATION PAPERS

All examination papers submitted by candidates are property of the District and are confidential records.

RULE 2.16

REVIEWS AND APPEALS OF EXAMINATIONS

A. Notification of Examination Results

Notification of examination results shall be sent promptly to all candidates on or before the establishment of an eligibility list.

B. Review by Candidate

1. Candidates may review and protest any part of the examination during the five (5) working days following notification of examination results.
2. A candidate's examination papers and records may be examined only by the candidate or a representative upon written authorization by the candidate. No candidate or representative may remove or copy information from the examination materials.

3. Examination papers on a form test, a commercial standardized aptitude or achievement test, or test material which has been rented or leased or obtained under contract and where the terms of such contract forbid review or inspection, shall not be subject to inspection by a candidate.

C. Protest by Candidate

1. A protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period if a candidate wishes to protest any part of an examination. Such protest shall state specifically the parts of the examination or items protested, or wherein errors are alleged to have occurred, citing authorities or references to support such protest, and stating the remedy to which the candidate believes entitled.
2. The Classified Personnel Director shall review and answer all protests of any examination part and shall make any necessary corrections. Such corrections shall be applied uniformly to all candidates. Candidates who have protested shall be notified in writing of the disposition of their protests.
3. Any candidate who remains dissatisfied may appeal to the Personnel Commission within five (5) working days after notice of the decision of the Classified Personnel Director was mailed or given to the candidate. Such appeal to the Personnel Commission shall be in writing and must state the specific examination parts or items protested, the basis for the protest, and the remedy sought by the candidate.
4. A candidate may request to review the qualifications appraisal interview documents and the recording of the interview upon the candidate's written appeal to the Personnel Commission. Such request shall be granted as soon as practicable and the review shall be conducted by a Personnel Commission staff member.

D. Use of Eligibility List

No regular appointment from an eligibility list shall be effective until the end of the examination review period.

E. Correction of Errors

Errors shall be corrected when discovered, regardless of lapse of time after the establishment of an eligibility list. Changes in eligibility lists resulting from corrections of errors shall be reported in the same manner as the original lists. Such changes shall not nullify the promulgation date of the eligibility list nor certifications and appointments made from such lists.

F. Copying Prohibited

No one shall copy questions or answers or in any way alter or mutilate an examination paper or records made available for inspection. Violations may result in cancellation of eligibility and disqualification for future examinations.

RULE 2.17

QUALIFICATIONS APPRAISAL INTERVIEW (ORAL EXAM)

- A. Qualifications Appraisal Interviews (QAIs) will be conducted at the earliest practicable date after conclusion and rating of the earlier exam(s) if a QAI is one of the established test parts. Names of the interviewers will not be announced prior to the interviews.
- B. All oral examinations will be electronically recorded and shall be retained along with the rating sheets of each member of the QAI panel for a period of not less than ninety (90) days after certification of an eligibility list.
- C. The QAI panel shall confine itself to evaluating the general fitness for employment in the class and/or the candidates' technical knowledge and skills. A QAI panel shall not be provided with confidential references on employees of the District who are competing in promotional examinations. Scores achieved in written or performance tests will not be made available to the QAI panel.
- C. Members of the Governing Board or Personnel Commission shall not serve on a QAI panel. A District employee may serve on a QAI panel if he/she is not the first or second level of supervision over a vacant position in the class for which the examination is held.

RULE 2.18 TECHNICAL ORAL EXAMINATION

At least two members of the QAI panel shall be technically qualified in the specified occupational area when the QAI panel is directed to evaluate technical knowledge and skills.

RULE 2.19 SKILLS EXAMINATION

Permanent employees of the District will not be required to take the typing or shorthand test if they have previously achieved a qualifying score for the District while employed or in the entry examination.

An employee must retake the examination and achieve the qualifying score if the employee applies for a promotional opportunity that requires a higher qualifying score on the skills examination.

The employee may request that the Commission retain the higher score if the employee retakes the skills examination and receives a lower score than previously achieved.

RULE 2.20 NOTICE OF FINAL SCORE

Each candidate shall be notified of final score for the examination plus any veteran's or seniority credit. Each candidate shall be informed of his/her rank on the eligibility list; whether or not there are other candidates on the same rank; and the total number of candidates on higher ranks. The outside candidates shall be informed if there is a promotional eligibility list, and if so, that the promotional list takes precedence over the open eligibility list.