

CHAPTER 5

POSITION CLASSIFICATION

5.1 **RECRUITMENTS**

5.1.1 **ANNOUNCEMENT OF EXAMINATIONS:**

The 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 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 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 fifteen (15) work days. All vacancy announcements are to be posted in a designated area where all employees shall have access to them. The Director Human Resources-Classified shall determine the appropriateness and may place advertisements in newspapers or other media.

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

- a. Information concerning the purpose of the examination.
- b. Description of the scope of duties and responsibilities of the class.
- c. The minimum qualification required.
- d. The salary, benefits and other compensation.
- e. The closing date for filing application.
- f. The general content of the examination and the types of tests to be given, to include test dates when possible.
- g. Such other information as will assist interested persons, understanding the nature of the employment and procedures necessary to participate in the examination.

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

Reference: EC§ 45109, 45260, 45261, 45272, and 45278

5.2 **EXAMINATIONS**

5.2.1 **DETERMINATION OF EXAMINATIONS:**

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

5.2.1.1 Open Competitive

5.2.1.2 Promotional

5.2.1.3 Promotional and Open Competitive with the promotional list taking precedence.

5.2.1.4. Dual Certification

Reference: EC§ 45272, and 45284

5.2.2 OPEN COMPETITIVE EXAMINATION:

All 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 5.2.13. These examinations shall be open to all qualified applicants

5.2.3 PROMOTIONAL EXAMINATION:

When it has been determined by the Director Human Resources-Classified 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. Promotional examination 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.

Reference: EC§ 45103, 45260, 45261, and 45272

5.2.4 PROMOTIONAL AND OPEN COMPETITIVE EXAMINATION:

When it has been determined by the Director Human Resources-Classified 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.

5.2.4.1 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.

Reference: EC§ 45103, 45260, 45261, and 45272

5.2.5 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

Merit System Rules
CHAPTER 5

include all applicable veterans' preference points for open candidates and seniority credit points for promotional candidates.

Reference: EC§ 45282, and 45284

5.2.6 **CONTINUOUS EXAMINATION:**

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.

Reference: EC§ 45273, and 45292

5.2.7 **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:

5.2.7.1 Written examination

5.2.7.2 Practical demonstration of skill

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

5.2.7.4. Other tests of fitness determined by the Commission.

Reference: EC§ 45260, 45261, and 45274

5.2.8 **SCORING AND WEIGHTING OF TESTS:**

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

Reference: EC§ 45260, 45261, and 45274

5.2.9 **ADMISSION TO EXAMINATION:**

Each applicant whose application has been approved shall be notified, within a reasonable period of time, date, and place of the examination, and such notice shall be the applicant's authorization to take the examination. No candidate may be admitted to take the examination without such authorization or other satisfactory evidence of having filed an acceptable application. In addition, each candidate must provide personal identification (with picture I.D.) at time of examination admittance in order to take the test.

Reference: EC§ 45260, and 45261

5.2.10 **WRITTEN EXAMINATION PROCEDURES:**

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

- 5.2.10.1 Copies of the questions in a test shall not be made by competitors or other unauthorized persons.
- 5.2.10.2 When written tests are required, it 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.
- 5.2.10.3 Any competitor in any examination who places any identifying mark upon his/her test papers or makes any attempt to disclose to others the identity of his/her papers prior to the completion of the examination may be disqualified.
- 5.2.10.4 The Commission may designate examinations for specified classes as continuous examinations. When so designated the examination may be administered, as applicants are available, and applications shall be accepted on every working day.
- 5.2.10.5 A candidate who is unsuccessful in an examination may not retake the examination for a period of ninety (90) calendar days. The minimum period of time for NCLB testing on instructional classifications shall be thirty (30) calendar days.

Reference: EC§ 45260, 45261, and 45273

5.2.11 **QUALIFICATIONS APPRAISAL INTERVIEW EXAMINATION:**

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

- 5.2.11.1 The panel shall consist of at least two (2) persons who shall be technically qualified in the specified occupational areas under examination.
- 5.2.11.2 Members of the Board of Education or Personnel Commission shall not serve on interview panels.
- 5.2.11.3 An employee of the District or of the Commission Office 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.
- 5.2.11.4 The interview panel shall evaluate general fitness for employment in the class and the candidate's technical knowledge and skills.
- 5.2.11.5 Interviews shall be electronically recorded and filed in the Commission Office.

Merit System Rules
CHAPTER 5

- 5.2.11.6 Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.
- 5.2.11.7 In no case will an oral or performance examination board be provided with confidential references on candidates who are competing in examinations.
- 5.2.11.8 In interview panels examinations, ratings accorded competitors shall be expressed in percentages with seventy percent (70%) 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 Human Resources-Classified, which shall be signed by the interviewer and be delivered to the Director Human Resources-Classified 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.
- 5.2.11.9 The ratings of the several members of the Qualifications Appraisal Interview Board shall be averaged to determine each candidate's final rating. If the majority of the rating panel gives a candidate a score of at least seventy (70%), but the final averaged score is below seventy percent (70%), the candidate shall be given a final rating of seventy (70%). If the majority of rating panel gives a candidate a score below seventy percent (70%), but the final averaged score is above seventy percent (70%), the candidate shall be disqualified regardless of the fact that his/her average rating may be seventy percent (70%) or more. If the panel consists of only two (2) raters, the final score shall be the average of the two (2) raters.

Reference: EC§ 45260, and 45273

5.2.12 **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 (2) members of a committee other than the interview panel. The scores of all applicants shall be listed in rank order. The Director Human Resources-Classified shall determine and weigh the passing scores of the training and experience evaluation.

Reference: EC§ 45260, and 45276

5.2.11 **EXAMINATION WEIGHTING:**

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

Competitors may 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.

Reference: EC§ 45260, 45261, and 45273

5.2.12 **SENIORITY CREDIT:**

Merit System Rules
CHAPTER 5

Seniority credit shall be added to the final passing scores of promotional candidates at the rate of one half (.50) point for each full year of service, up to a maximum of five (5.0) points.

Credit shall be granted to employees who have permanency with the District. A full year's credit shall be granted to employees whose regular position is assigned on less than a 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.

Reference: EC§ 45260, 45261, 45272, and 45281

5.2.13 **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 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
Gulf War	August 2, 1990 to March 6, 1991

5.14.1 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.

5.14.2 Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examination on an open eligibility list. A disabled veteran is an individual classified by the U.S. Veterans Administration to be ten percent (10%) or more disabled as a result of service in the Armed Forces of the United States.

Reference: EC§ 45260, 45261, 45294, 45295, 45296 and 45297

5.2.14 **NOTICE OF FINAL SCORE:**

Each candidate who qualifies, shall be notified by the Personnel Commission's office 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.

Reference: EC§ 45260, and 45261

5.3 **REVIEW AND PROTEST OF EXAMINATIONS**

5.3.1 **RETENTION OF ALL EXAMINATION RECORDS:**

Examinations records, including test answer sheets, tape recordings of interview 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.

Reference: EC§ 45260, 45261, and 45274

5.3.2 **CONFIDENTIALITY OF EXAMINATION RECORDS:**

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.

Reference: EC§ 45260, 45261, and 45274

5.3.4 **REVIEW PROCEDURES:**

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.

Reference: EC§ 45260, 45261, and 45274

5.3.5 **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 questions and/or section. Failure to file a protest timely shall constitute a waiver of the right to appeal that part of the selection process.

5.3.5.1 Protest forms must be filed within twenty-four (24) hours of the ending of the examination. The Director Human Resources-Classified 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.

Reference: EC§ 45260, and 45261

5.3.6 **APPEAL TO COMMISSION:**

The Director Human Resources-Classified 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 Human Resources-Classified 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 Human Resources-Classified rule again the protest, that decision may be appealed to the Personnel Commission. However, the filing of such an appeal shall not

Merit System Rules
CHAPTER 5

stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission.

5.3.6.1 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 Human Resources-Classified.

5.3.6.2 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 as outlined in your prescribed procedures. The decision of the Personnel Commission shall be final and binding on all parties.

Reference: EC§ 45260, and 45261