

**Rule V: Recruitment and Examination****RULE V****Recruitment and Examination**

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

## 4 Continuous recruitment

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

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

## Section B. Character of examinations

## 1 Open-competitive examinations

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- 42 a In open-competitive examinations, any practical means or measures may be used to test the ability  
43 and fitness of candidates to perform the duties and responsibilities of positions for which the  
44 examination is held. These means or measures must be job related.
- 45 b No test or question in any examination shall intentionally call for or lead to disclosure of any  
46 information concerning race, color, national origin, political, or religious affiliations, age,  
47 disability/handicap condition, sexual orientation, marital status, preferences, or opinions. Any such  
48 voluntary disclosures by the applicant shall be discouraged and any such information which may  
49 nevertheless be revealed shall be disregarded.

50 2 Competitive promotional examinations

- 51 a The goal of promotional examinations shall be to assure broad consideration of the largest  
52 practical number of most qualified candidates and to increase opportunities for merit employees.
- 53 b The Division of Personnel may limit competitive promotional examinations to employees of a single  
54 department or an organizational unit or they may be countywide.
- 55 c An employee must meet the qualifications for the higher job class.
- 56 d Competitive promotional examinations shall include any tests prescribed for open-competitive  
57 examinations for the higher job class.

58 3 Non-competitive promotions

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

68 Section C. Preparation and administration of examinations

69 1 Consultation with appointing or other qualified authorities

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

72 2 Establishment of procedures

- 73 a The Division of Personnel shall establish procedures to be used in conducting the examination of  
74 applicants.
- 75 b The examinations may be conducted in as many locations in the County or elsewhere as required.
- 76 c The Division of Personnel may designate examiners or interviewers to administer the examinations  
77 or interviews under instructions prescribed by the Personnel Director and may make arrangements  
78 for the use of public buildings in which to conduct the examinations.
- 79 d The Division of Personnel may disqualify any applicant for failure to comply with the procedures  
80 and regulations established for conducting the examination.

81 3 County employees and others as examiners/interviewers

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- 82 a The Personnel Director may select suitable County employees with the consent of the appointing  
83 authorities under whom these persons serve or other appropriate persons to act as interviewers.
- 84 b These interviewers shall act under the sole direction of the Personnel Director or designees and  
85 shall not take into account any influence or attempted influence from other sources.
- 86 c Interviewers so selected shall serve on regular working days with no extra compensation.

87 4 Confidential nature of test material

88 Test material used in examinations shall not be available for public inspection, but this shall not be  
89 interpreted to prohibit the exchange of test material with other regularly established personnel  
90 agencies.

91 5 Re-Examination

- 92 a Any applicant who has failed an examination shall be eligible for re-examination for the same exam  
93 according to a time schedule determined by the Personnel Director.
- 94 b No person who has passed the required examination for a job class may be re-examined for the  
95 same job class or retake the same examination for the purpose of improving the score on the  
96 examination unless:
- 97 (1) a new JOA is issued prior to the expiration of the existing eligible list, in which case, eligibility  
98 on the new or consolidated list shall be based on the provisions of Rule VI, Eligible Lists; or,
- 99 (2) not less than six months after the examination a qualified applicant requests re-examination  
100 and can demonstrate that additional training or experience has been gained which would have  
101 a logical bearing on the applicant's performance on the examination. Ranking on the eligible  
102 list resulting from the re-examination shall be in accordance with the provision of Rule VI,  
103 Eligible Lists.
- 104 c Other exceptions relating to eligibility for re-examination may be authorized by special action of  
105 the Personnel Director.

106 Section D. Rating examinations

107 1 System of rating

108 Accepted techniques and procedures of merit system administration shall be used in rating  
109 examinations and interviews and in determining the relative ranking of the applicants. In selecting an  
110 appropriate system for rating examinations, the Personnel Director shall give due regard to the number  
111 of applicants and to the number of vacancies which may reasonably be expected to occur during the  
112 life of the eligible list.

113 2 Minimum grades

- 114 a In all examinations the minimum grade by which eligibility may be achieved shall be established by  
115 the Personnel Director. Applicants shall be required to attain at least a minimum grade on each  
116 part of the examination in order to receive a qualifying grade or to proceed further in the selection  
117 process.
- 118 b Failure in one phase of an examination shall be grounds for the Division of Personnel to declare the  
119 applicant as failing the entire examination, or disqualified from further consideration in the  
120 selection process.
- 121 c The final grade shall be determined by averaging the earned grade on each part of the examination  
122 in accordance with the weights established for each part of the examination.

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- 123           3   Applicants to be examined
- 124           The Personnel Director may indicate at the time of announcement of an examination the maximum  
125           number of applicants to be placed on the eligible list or who shall be permitted to compete in any of  
126           the separately weighted parts of the examination. The number of qualified applicants will be limited to  
127           those scoring the highest on the examination up to the designated maximum. The balance of the  
128           examination shall be offered only to the applicants who scored highest on the completed portions of  
129           the examination up to the maximum designated.
- 130           4   Rating of competitors for lower job class
- 131           An applicant who fails to gain eligibility for employment in a higher job class may, at the discretion of  
132           the Personnel Director, elect to accept eligibility for a lower job class if the grades on all appropriate  
133           parts of the examination are sufficient to qualify for the lower job class.
- 134           5   Evaluation of training and experience
- 135           a   If training and experience form a part of the total examination, the Personnel Director shall  
136           determine a procedure for the evaluation of these factors which shall consider the quality, recency,  
137           and the amount of prior experience and related training.
- 138           b   The Personnel Director may verify statements contained in the employment documents submitted  
139           by an applicant.
- 140           c   If, after an eligible list is established, information is received which materially affects the rating of  
141           an applicant, the Personnel Director shall issue a revised eligible list reflecting the appropriate  
142           adjustment in the applicant's rating or remove the applicant's name from the eligible list, and so  
143           notify the applicant and the appropriate Appointing Authority.
- 144           6   Interviews or tests
- 145           When an interview or test is a part of the examination, the Personnel Director shall appoint an  
146           interview examiner or interview examination boards as needed.
- 147   Section E. Veterans preference
- 148           1   Non-disabled veterans
- 149           In open-competitive examinations, all non-disabled veterans who have met the necessary  
150           qualifications for each test and have received at least the qualifying grade required for eligibility in the  
151           examination shall have five points added to their earned rating.
- 152           2   Disabled veterans
- 153           In open-competitive examinations, all veterans who are currently receiving compensation from the  
154           United States Veterans Administration for service incurred disabilities, who have met the necessary  
155           qualifications for each test and have received at least the qualifying grade required for eligibility in the  
156           examination shall receive 10 points added to their earned rating.
- 157           3   Promotional examinations
- 158           Veteran's preference does not apply in promotional examinations.
- 159           4   Proof of eligibility for veteran's preference
- 160           a   To be entitled to veteran's preference an applicant must file with the application for examination a  
161           copy of an official document or documents issued by the United States Department of Veteran's  
162           Affairs, General Services Administration's National Records Center (Military Personnel Branch)  
163           which indicate the applicant is a veteran.

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- 164           b   Within the time limit prescribed by the Division of Personnel, a disabled veteran must also file a  
165           certificate or statement from the United States Department of Veterans Affairs showing the  
166           existence of a currently compensable service incurred disability.
- 167           c   An applicant must request veteran's preference in accordance with procedures established by the  
168           Division of Personnel.
- 169   Section F.   Notice of examination results
- 170           Upon request, applicants shall be entitled to information concerning their final grade and relative  
171           position on an eligible list.
- 172   Section G.   Review of test results
- 173           An applicant or their authorized representative may inspect the applicant's test papers within 90  
174           calendar days following establishment of the eligible list. Statements of former employers, character  
175           investigations and other inquiries shall remain confidential.