

Administrative Regulation

Classified Service, Examinations for Positions inA. Character of Examinations

Examinations shall be open to all qualified applicants, be administered objectively, and consist of test parts that relate to job performance. They may be written, oral, or a practical demonstration of knowledge skill, ability competencies, or an evaluation of the applicant's training and experience, or any combination of these. Any investigation of education, experience, character, or identity, and any test of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the Personnel Commission, serves this end, may be employed.

All examinations shall be prepared under the direction of the personnel director who shall determine the passing score and assign relative weight to the different parts of the examination.

No questions relating to political or religious opinions or affiliations, race, color, marital status, age, disability, or arrests without conviction, shall be asked of any applicant or any eligible whose name has been certified for appointment, nor shall any discrimination be exercised therefor.

B. Ordering of Examinations

Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist, the Commission shall direct the holding of an examination to provide eligibles, except in the case of a continuous examination authorized by the Commission.

C. Promotional Examinations

Examinations shall, where applicable, as determined by the Commission, be limited to promotional applicants. When no promotional field of competition exists or when there is doubt of its adequacy, the Commission may order an open examination or simultaneous open and promotional examinations. Promotional examinations shall be restricted as follows:

1. Employees of the district who meet the prescribed qualifications for the class, provided that the most recent performance evaluation in the employee's official personnel file is above unsatisfactory.

2. Persons who have satisfactorily performed paid service for the school district for at least 132 working days during the 12 months prior to the closing of the filing period and who meet the prescribed qualifications for the class.

The promotional field exists when there are incumbents in one or more lower classifications who, from the nature of those classifications, can be expected to possess the minimum qualifications, skill, knowledge, and abilities necessary to successfully perform the duties of the higher classification.

When no promotional field exists and an open examination is ordered, permanent employees of the district who have qualified in the open examination shall have 5 points seniority credit added to their score.

D. Notice of Examination

Each qualified applicant shall be notified a reasonable time in advance of the 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 any examination without such authorization or other satisfactory evidence of having filed an acceptable application.

E. Examination Procedures

Competitors in any written test must take the test on the prescribed date unless the competitor presents a compelling and urgent rationale as to the inability to take the test at the time and place announced.

Exceptions may be made for promotional candidates if the request for a change in time is made in person or in writing; the personnel director deems the request justified; and the change in time does not materially delay the examination procedure.

Copies of any portion of examination materials shall not be made by competitors or other unauthorized persons.

Where written tests are required, they 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 shall have been marked and rated.

Any competitor in any examination who places any identifying mark upon test papers (other than the identifying mark prescribed at the time of examination) or makes any attempt to disclose to others the identity of the papers prior to the completion of the examination may be disqualified.

F. Written Examinations

The written examination for a class may cover any subject matter related to the duties of positions within the class, including related tests of skills, knowledge, abilities, and personal characteristics.

G. Qualifications Appraisal Interview

If an examination includes a Qualifications Appraisal Interview (QAI), those competitors eligible for the QAI will be examined at the earliest practicable date after conclusion and rating of the earlier test(s).

Whenever possible, the Qualifications Appraisal Interview Board shall include three persons with at least one member who shall not be a regular employee of the district. Under no circumstances shall there be fewer than two persons.

No member of the Board of Education or the Personnel Commission shall serve on the Interview Board.

A district employee may not serve on the Interview Board if he/she is a first or second line supervisor over a vacant position in the class for which the examination is held.

When the Interview Board is directed to evaluate technical knowledge and skills, at least two members must be technically qualified in the specific occupational area.

All Qualifications Appraisal Interviews shall be electronically recorded, and the recording shall constitute a part of the examination record.

The Interview Board shall not be provided with the scores achieved by the candidate on other parts of the examination, nor shall they be provided confidential references on employees competing in promotional examinations.

H. Evaluation of Training and Experience

If a part of the examination is an evaluation of the applicant's training and experience, the evaluation shall be individually and independently conducted by at least two members of a committee other than the oral interview panel.

The combined scores of all applicants shall be listed in rank order. The personnel director shall determine and weigh the passing scores of the training and experience evaluation and invite those candidates who pass to the next part of the examination.

I. Dual Certification

The Personnel Commission may, prior to an examination, authorize that the examination be dual certification.

Dual certification shall be interpreted to mean an examination open to employees and the general public which results in one integrated eligibility list without veterans' preference points and including seniority credit of five points for promotional eligibles.

J. Continuous Testing

The personnel director may, with the approval of the Personnel Commission, establish a process by which applicants are continuously examined for classes of positions which cannot practicably be filled by promotional examination only.

Appointments shall be made from the top three eligibles on the list at the time the names are certified to the appointing authority.

Names of individual eligibles shall be retained on the eligibility list for one year from the date of certification to the eligibility list unless previously removed.

K. Review of Examination

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

Candidates shall be notified that examination records may be reviewed within five working days of receipt of the notification of the examination results. This shall constitute the official review period.

If a candidate wishes to protest any part of an examination, protest must be submitted in writing to the personnel director not later than five working days after the effective date of the eligibility list.

1. Such protest must be in writing and must state wherein errors are alleged to have occurred and the revision(s) sought by the candidate is entitled.
2. The personnel director shall review and act on all protests. If the protest is found to be valid, necessary changes to correct the results of the examination shall be made.

3. The personnel director shall inform the protestant of the decision. If the decision was against the protest, the candidate may appeal to the Personnel Commission within 10 working days.
4. No regular appointment from an eligibility list will be made until all appeals have been resolved.

Examination records shall be retained for a period of not less than 90 days after establishment of an eligibility list.

Candidates may review examination records any time during the 90-day period.

Errors discovered after the protest period shall be corrected when discovered, and all persons remaining on an eligibility list shall be notified of any changes made.

L. Ties in Examination Scores

Competitors who have achieved the same final passing score in an examination shall be considered as one eligible for purposes of certification.

M. Notice of Results of Examination

The personnel director shall assure that within 10 working days of the examination, written notice of scores achieved on each part of the examination, including position on the eligibility list, are mailed to all persons competing in the examination.

N. Eligibility for Reexamination

Candidates who have competed unsuccessfully in an examination shall not be eligible to compete in an examination for the same class until three months have elapsed.

O. Veterans

Veterans' preference points shall be added to passing scores in open examination in the amount prescribed by Education Code, Section 45296. At least thirty (30) days of active service in the Army, Navy, Marines, Air Force, or Merchant Marines, or as a nurse on active duty with the Red Cross, between the dates listed below, are required:

World War II	December 7, 1941 to April 28, 1952
Korea	June 27, 1950 to July 27, 1954
Vietnam	July 4, 1965 to March 28, 1973
Desert Storm	August, 1990 to November 30, 1995*

Service in the Coast Guard between December 1941 and January 1, 1946, is also credited.

*Veteran's Service Credit will be granted former military members who can provide proof of the Armed Forces Expeditionary Medal (AFEM) or Southwest Asia Service Medal via military service form DD-214.

Additional eligibility may be granted based on future changes to the law and verification from the Veteran's Administration or the United States Office of Personnel Management.

In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter.

A veteran may be credited veterans' preference points only to obtain initial employment in the district. Thereafter, the only additional points for an open examination shall be seniority points granted in accord with section 4220.3C2.

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