

CHAPTER 5

- (f) The general content of the examination and the types of tests to be given.
- (g) The weighting of examination sections.
- (h) Such other information as will assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination.
- (i) Promotional job announcements shall list the salary range number of the position.

REFERENCE: Education Code Sections 88009, 88080, 88081, 88091 and 88097

5.1.B

POSTING OF EMPLOYMENT OPPORTUNITY BULLETIN: The Employment Opportunity bulletin shall be routed to classified employees and posted on institutional bulletin boards. The person in charge at the office or work site shall be responsible for posting or displaying each announcement in prominent location beginning with the date of its receipt and continuing until the last day of filing application stated in the bulletin.

5.2

EXAMINATIONS

5.2.A

DETERMINATION OF EXAMINATIONS: The Personnel Commission shall determine the standards of proficiency to be required for such examination and determine whether

authority will then interview the top three ranks of willing and ready candidates off the newly combined Promotional/Open List.

REFERENCE: Education Code Sections 88003, 88080, 88081 and 88091

5.2.E MERGED EXAMINATIONS: Upon the recommendation of the Director of Human Resources, the Commission may authorize the holding of an examination under merged procedures which uses the promotional and open competitive methods. The resulting eligibility list shall consist of promotional and open competitive eligibles in one merged list. Veteran's credits will not be allowed, however, longevity credit for promotional candidates will be allowed. The list shall be merged according to the order of the examination scores including longevity credit into a single eligibility list.

REFERENCE: Education Code Sections 88101 and 88103

5.2.F CONTINUOUS EXAMINATIONS: 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.

4. When the interview panel is directed to evaluate technical knowledge and skills, at least one member of the panel shall be technically qualified in the specified occupational areas under examination.
5. Members of the Board of Trustees or Personnel Commission shall not serve on an interview panel.
6. Interviews shall be electronically recorded and filed in the Commission Office for one year from date of interviews.
7. Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.
8. In no case will an oral or performance examination board be provided with confidential references on employees of the District who are competing in examinations.
9. In interview panel examinations, ratings accorded competitors shall be expressed in percentages with 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 of Human Resources, which shall be signed by the interviewer and be delivered to the Director of Human Resources or his/her representative. All final markings shall be made in pen. 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.
10. 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 70%, but the final averaged score is below 70%, the candidate shall be given a final rating of 70%. If the majority of the rating panel gives a candidate a score below 70%, but the final averaged score is above 70%, the candidate shall be disqualified regardless of the fact that his/her average rating may be 70% or more. If the panel consists of only two raters, the final score shall be the average of the two raters.

REFERENCE: Education Code Sections 88080 and 88092

5.2.K 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 interview panel. The scores

5.2.O LONGEVITY CREDIT: Longevity credit points shall be added to the final passing scores of candidates who have permanency with the District or who are on a valid reemployment list. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar year basis or less than an eight hour day. Longevity credit rights shall be considered as having been lost when the services of an employee have been separated from active employment status for a period of 39 months or more. The following is the schedule of longevity credits allowed:

1. 1.0 point after completion of the one and one-half (1½) year of service, but less than five and one-half (5½) years of service.
2. 2.0 points after completion of the five and one-half (5½) years of service, but less than nine and one-half (9½) years of service.
3. 3.0 points after completion of the nine and one-half (9½) years of service, but less than thirteen and one-half (13½) years of service.
4. 4.0 points after completion of the thirteen and one-half (13½) years of service, but less than seventeen and one-half (17½) years of service.
5. 5.0 points after completion of the seventeen and one-half (17½) years of service and all years thereafter.

REFERENCE: Education Code Sections 88080, 88081, 88091 and 88100

5.2.P 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 United States Air Force, Army, Navy, Marine Corps, or Coast Guard between the dates listed below:

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
Persian Gulf....August 2, 1990 to February 28, 1992

Veteran's credit will also be awarded if the applicant has served in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan, and Iraq, or he/she has received an Armed Forces Expeditionary Medal, all of which is noted on the Defense Department Form DD-214, which is used to verify qualifications for veteran's preference. *(Amended 5.2.P – 12/12/05)*

1. Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in the entry-level examinations if they are on an open or open/promotional eligibility list.
or
2. Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examinations if they are on an open or open/promotional 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.
3. Entry-level positions are defined as all positions within the Classified Service, except for any designated as a supervisory or management position by the Personnel Commission.
4. Veteran's preference shall be granted for initial employment only.

REFERENCE: Education Code Sections 88080, 88081, 88113, 88114 and 88115

5.2.Q NOTICE OF FINAL SCORE: Each candidate who qualifies, shall be notified by the Personnel Commission's staff within seven (7) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within seven (7) working days after completion of the examination.

REFERENCE: Education Code Sections 88080 and 88081

REFERENCE: Education Code Sections 88080, 88081 and 88093

5.3.B EXAMINATION RECORDS SHALL BE CONFIDENTIAL: Examination records shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers shall not be available for review. 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 a contract and where the terms of such rental or leasing or contract prohibit such review or inspection, shall not be subject to inspection by a candidate.

REFERENCE: Education Code Sections 88080, 88081 and 88093

5.3.C AVAILABILITY FOR REVIEW: 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.

REFERENCE: Education Code Sections 88080, 88081 and 88093

5.3.D NOTIFICATION OF RESULTS AND REVIEW: Notification of test results shall be provided to candidates as soon as practicable following administration of the test. Review of test parts of the examination shall be made during the five (5) working days following notification of examination results. At the time of review, the candidate may protest in writing, any part of the examination, outlining the basis for the protest and stating the remedy sought. No candidate may remove or copy information from the examination materials.

REFERENCE: Education Code Sections 88080, 88081 and 88093

5.3E FAILURE TO FILE PROTEST: Failure to review or file a protest with the Director of Human Resources within the review period shall constitute a waiver of the right to appeal that part of the selection process.

REFERENCE: Education Code Sections 88080, 88081 and 88093

5.3.F DIRECTOR OF HUMAN RESOURCES SHALL REVIEW ALL PROTESTS: The Director of Human Resources shall review and act upon all protests. The Director may allow more than one (1) answer to a question or may disqualify a question if the protest is valid. If a protest results in any change, the test papers of all candidates will be reviewed and re-scored accordingly.

REFERENCE: Education Code Sections 88080, 88081 and 88093

5.3.G

APPEAL TO COMMISSION: The Director of Human Resources shall inform the candidate who has submitted the protest of his/her decision and notify the Personnel Commission. 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's 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 timelines 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 of Human Resources rule against the protest, that decision may be appealed to the Personnel Commission. However, the filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission. All correspondence mailed to applicants shall also be mailed to the Personnel Commissioners.

1. Appeals to the Personnel Commission shall be submitted in writing to the Personnel Commission Office within five (5) working days of receipt of the decision of the Director of Human Resources.
2. Appeal must state the specific examination parts or items protested, the basis for the protest, and the remedy sought by the candidate.
3. 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 outlined in Chapter 5.3.G. The decision of the Personnel Commission shall be final and binding on all parties.

REFERENCE: Education Code Sections 88080 and 88081