

RULE 8

EXAMINATIONS

801 Holding of Examinations

Whenever it is necessary to fill existing or anticipated vacancies in the classified service, or whenever an eligibility list in any class is about to be abolished in accordance with the provisions of law and these rules, the Commission may direct the holding of an examination to provide eligibles. The examination shall be held at such places as the Commission may deem advisable. At least one (1) weeks' public notice of such examination shall be given.

- A. Such notice shall be in the form of announcements and posted on the Districts website. An email copy shall be sent to all permanent bargaining unit members, and shall be posted/distributed in other potential recruitment areas.
- B. Notices of promotional examinations shall be posted on the District website and a copy of the promotional opportunity will be emailed to all permanent bargaining unit members to assure that all eligible employees will become aware of promotional opportunities.
- C. Such notice shall contain the following facts as affixed by the Executive Director/Director of Classified Human Resources except where these Rules may provide to the contrary:
 - 1. The date of examination;
 - 2. The last date for filing application;
 - 3. Such parts of the class specification as will adequately describe the scope of duties and responsibilities;
 - 4. The employment criteria;
 - 5. The salary and/or other compensation;
 - 6. The subjects about which competitors may be examined and the weights of the various parts of the examination; and
 - 7. Such other information as will assist the public in understanding fully the nature of the employment and the procedure necessary to participate in the examination.

802 Who May Compete

Competitive examinations for positions in the classified service shall be open to all applicants who meet the employment criteria and who are not rejected as provided in Rules 803 and 804, provided that examinations may be restricted to promotional candidates at the discretion of the Commission.

It is the discretion of the Personnel Commission to determine the examination status, Open and Promotional or Promotional Only.

803 Notice of Examination

Each applicant whose application has been approved 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.

804 Character of Examinations

All personnel examinations shall be fairly administered and shall consist of a test that relates to job performance. Examinations may be written and/or oral and/or in the form of a practical demonstration of skill, or any combination of these. The oral examination shall include an evaluation of the knowledge and experiences necessary to perform the duties. Any evaluation or investigation of education, experience, character, technical knowledge, manual skill or physical and mental fitness, which in the judgment of the Personnel Commission serves this end, may be employed. All testing must be approved by Personnel Commission staff.

EDUCATION CODE SECTION 45273

805 Open Competitive and Promotional Examinations

Vacancies in the classified service shall be, whenever practicable, filled from applicants on eligible lists from promotional examinations, or appointments made by transfer, demotion, reinstatement and re-employment. All applicants for promotional examinations shall have permanent status within the District and meet the employment criteria designated by the Commission.

Upon the request of a majority of the members of the governing board of a district, the Commission may exempt one or more executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to executive secretarial positions reporting directly to members of the governing

board, the district superintendent, or not more than four principal deputies of the district superintendent, or all of these positions.

Any person employed in an exempt executive secretarial position shall continue to be afforded all the rights, benefits, and burdens of any other classified employee serving in the regular service of the District, except they shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the District Superintendent and determined by the Personnel Commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in the Education Code or Merit Rules shall have the right to return to a position in a classification he or she previously occupied, or if that classification no longer exists, in a similar classification as determined by the Commission.

EDUCATION CODE SECTION 45272 (b)

Except in the case of reclassification of a position or positions requiring testing procedures or upon agreement by the District administration and the Classified Human Resources office, all promotional examinations will be given on both an open competitive and promotional basis.

EDUCATION CODE SECTION 45272

806 Continuous Examinations

When there is a shortage of eligibles to fill vacancies in a class, the Commission may authorize recruitment by continuous examination. When the list of eligibles for this class is not sufficient to cover anticipated or existing vacancies, this examination may be opened by the Executive Director/Director of Classified Human Resources and kept open until such time as it is deemed desirable to close the examination. During this time, examinations may be held and new eligibility lists will be promulgated and combined according to the selective order of merit of the eligibles.

EDUCATION CODE SECTION 45292

807 Examination Procedures

- A. Copies of the questions in a test shall not be made by competitors or other unauthorized persons.
- B. 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.

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

808 Examination Weighting

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 Executive Director/Director of Classified Human Resources.

809 Rating Required

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.

810 Review of Written Test for Open and Promotional Candidates

- A. The written test key may be reviewed only during the working day immediately following the examination between 8 AM and 5 PM. At the time of review, the candidate will be provided a protest sheet and may protest any questions, outlining the basis for the protest. No candidate may copy and remove from the review room any questions or answers.
- B. The protest sheet shall be returned to the Executive Director/Director of Classified Human Resources at the time of the review. The Executive Director/Director of Classified Human Resources shall review and act upon all protests, may allow more than one answer to a question or may disqualify a question, if the protest is valid. If protests result in any change, the test papers of all applicants will be reviewed and re-rated accordingly.
- C. The Executive Director/Director of Classified Human Resources shall inform the protester of the decision. If the Executive Director/Director of Classified Human Resources rules against the protest, the applicant may appeal to the Personnel Commission, but the appeal shall not delay other parts of the examination process.
- D. Successful candidate's written test paper may be reviewed within 30 days following the completion of the examination process. No candidate may copy and remove from the review room any questions or answers.

- E. A candidate who was not successful may review their written test paper within 30 days following the date of the written test. No candidate may copy and remove from the review room any questions or answers.
- F. Keyed copies of copyrighted or standardized examinations or examinations and questions not scored by the Commission shall not be available for review.
- G. The Executive Director/Director of Classified Human Resources has the right to sit in on any test for any classified position in the District.

811 Examination Records

- A. Examination records, including any recordings and the rating sheet of each member of the oral board for each candidate, shall be retained by the Commission for a period of not less than 90 days after promulgation of an eligibility list. Any candidate may review and protest any part of the examination process.
- B. Examination records shall not be available to the public or to any person for any purpose not directly connected with the examination and shall be considered confidential.

EDUCATION CODE SECTION 45274

812 Examination Papers

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

813 Scoring and Ranking of Examinations

All examination papers shall be marked and scored under the direction of the Executive Director/Director of Classified Human Resources or the authorized person or agency outside the District employed for this purpose. The qualifying score in written tests may be an actual score or an adjusted score based on the difficulty of the examination, the quality of competition, and the needs of the service. The determination of minimum qualifying score on written tests shall be made before any examinations are identified.

814 Veterans' Preference

- A. Veterans and disabled veterans with 30 days or more of service shall have preference points added to passing scores in entrance examinations in the amount prescribed by Education Code Sections 45294, 45295 and 45296 (5 points for veterans and 10 points for disabled veterans with a minimum 10% disability).

"Veteran" in this section means any person who has served in the United States Armed Forces in time of war or national emergency declared by the President of the United States.

- B. In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service and proof of having been discharged or released under conditions other than dishonorable prior to the closing date for filing of applications. No adjustment of rank on the list shall be made when such proof is presented thereafter.

EDUCATION CODE SECTIONS 45294, 45295, and 45296

815 Applicants' Names Not Made Public

The names and test results of unsuccessful candidates in any examination shall not be made public.

816 Notice of Final Score

- A. All competitors shall be notified of their final score and each competitor who successfully attained placement on an eligibility list shall be notified of the score which shall list the score for each portion of the examination, additional veteran's or service credits, if applicable, and the total thereof. The notice shall also inform the applicant of the relative standing on the eligibility list. In order of rank, the eligibility list for each examination shall be available in the Classified Human Resources Department during the life of the list.
- B. The final scores for all eligibles shall be rounded to the nearest whole percentage.

EDUCATION CODE SECTION 45272

817 Qualification Appraisal Interviews

In any examination, the relevant knowledge and experiences of competitors may be rated by a qualification appraisal interview and such other investigations as may be necessary.

- A. The interview shall be conducted and the ratings made by a board of two or more members. The board must include the Commission's designated representative either as a rater or observer and may include one or more persons from the District who are not at the first or second level of supervision over a vacant position in the class for which the examination is held, or another governmental agency or private business who is familiar with and competent in the work of the class for which the appraisal interview is being held. When the oral examination is to be used for evaluation of technical knowledge and skills, at least two members of the board shall be technically qualified in

the occupational area. Competency exams/interviews for collective bargaining positions shall not be performed by exempt staff. The final selection interview may include exempt staff.

- B. Qualification appraisal interviews for an examination shall be conducted by the same qualification appraisal board, but if one member of the board is not present during all or part of the proceedings, the board may nevertheless proceed. If, in the course of an examination, a competitor appears for interview and that competitor is related by blood, by adoption, or by marriage to any interviewer, it shall be the duty of the interviewer and of the competitor to reveal such information on the rating sheet of the competitor. Whenever an interviewer is related to a competitor, such interviewer shall be disqualified for the interview with that particular competitor and shall not be present during the interview or during any discussion about the rating of the competitor.
- C. Ratings of relevant education, knowledge and experiences shall be made on a competitive basis and competitors shall be rated thereon in relation to the comparable qualifications of other competitors. Ratings accorded competitors shall all be expressed in percentages with the Executive Director/Director of Classified Human Resources determining the pass/fail rate. Ratings shall be made independently by each interviewer either before or after discussion with other interviewers. The ratings of the several members of the qualifications appraisal board shall be averaged to determine each competitor's final rating on relevant knowledge and experiences except that if the average is below the Executive Director/Director of Classified Human Resources determination, but the majority of the members assign at least the required minimum rating determined by the Executive Director/Director of Classified Human Resources, the competitor shall be qualified regardless of the fact that their average rating may be less than the Executive Director/Director of Classified Human Resources minimum qualifying score.
- D. Oral examination board members will not be provided with confidential references on employees of the District who are competing in promotional examinations.

EDUCATION CODE SECTION 45273

- E. The Personnel Commission shall provide for the proceedings of all oral examinations to be electronically recorded.

EDUCATION CODE SECTION 45274

818 Examinations for Certain Positions or Classes

- A. Examinations for the position of Business Manager or any other single position class at or above the level of Business Manager, and all positions that would have been included

under the provisions of sub-paragraphs (m), (n), and (o), Education Code Section 44065 prior to legislative repeal, shall be held on an open and promotional basis.

- B. When such examinations are held, all permanent employees of the District (classified and certificated) who meet the minimum qualifications shall be allowed to compete in the promotional examination.

Final scores of all successful competitors in the promotional examination will be adjusted to add promotional, including seniority, credits.

- C. A single eligibility list will be developed from among the passing open and promotional candidates. Ratings will be in accordance with the final score plus authorized credits.
- D. These examinations are not, by law, "entrance examinations," and military preference credits are, therefore, not to be included.
- E. The Executive Director/Director of Classified Human Resources may establish a passing exam score above or below the 70% threshold typically observed on tests.

EDUCATION CODE SECTION 45280

819 Making Up of An Examination

Any regular classified employee who fails to compete in any part of the examination process is considered to have withdrawn from the examination unless the failure to compete is due to injury, illness or family or personal emergency. In order for the employee to compete at a later date, the employee or a representative must notify the Classified Human Resources Department of this fact within 24 hours before or after the time of the scheduled examination and produce substantiation of the event. The maximum allowable time to make up a scheduled part of an examination process due to one of the foregoing events will be five (5) working days. Any employee who is unable to complete the examination in the required period of time will not be considered for inclusion on the eligible list for the examination.

820 Positions Requiring Multiple Languages

- A. The Board of Education may, with the approval of the Commission, designate positions within a class which require the holder of the position to speak, read and write a language in addition to English.
- B. An announcement calling for an examination for a class with positions containing language requirements will contain appropriate information and will indicate that successful candidates possessing the language requirements will be given preference over other successful candidates.

- C. When a vacancy occurs in a position which has approved language requirements, the Board will notify the Commission that the need for language requirements continues to be a part of the position.

EDUCATION CODE SECTION 45277

Rule 8 Revised 12/1997, 3/2002, 12/2005, 2/2006, 5/2019, 4/2024