

**QUALIFICATIONS APPRAISAL/EXAMINATION**

Appraisals of applicants' qualifications for employment in the classified service shall be the responsibility of the personnel office. All qualifying tests, measurements, performance demonstrations and qualification appraisal interviews will be conducted under the direction of the Assistant Superintendent of Human Resources or designee.

The Assistant Superintendent of Human Resources or designee shall be responsible for:

1. Determining the type, format, distribution and content of vacancy notices.
2. Determining the applicant eligibility status for all vacancy notices (open, selective or restricted).
3. Verifying applicant qualifications in keeping with class specifications.
4. Determining applicants' suitability for employment, including personal reference checks.
5. Appointing qualified personnel to serve on qualification appraisal panels.
6. Scheduling selection interviews.
7. Official communications, either verbal or written, to applicants regarding job offers, eligibility status, test results, availability of positions and selection procedures.

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex

44066 Limitations on certification requirements

45103-45138 Employment (classified employees)

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

30-31 Affirmative Action Employment Programs

TITLE VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

IMMIGRATION REFORM AND CONTROL ACT OF 1986

**QUALIFICATIONS APPRAISAL/EXAMINATION****When Held**

Whenever it is necessary to fill existent or anticipated vacancies in the service and an appropriate eligibility list does not exist as determined by the classified personnel office, or whenever an old eligibility list is about to be abolished in accordance with these regulations, the Assistant Superintendent of Human Resources may direct the holding of an examination to provide eligibles.

**Who May Compete**

Examinations for positions in the classified service shall be open to all applicants who meet the preliminary requirements provided by these regulations and job specifications.

**Applicants to Present Permit Cards**

Each applicant whose application has been approved shall be notified a reasonable time in advance of the time 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.

**Character of Examinations**

Examinations shall consist of test parts, which relate to job performance and may be written or oral or in form of a practical demonstration of skill and ability or any combination of these. Any investigation of education, experience, character, or identity, and test of technical knowledge, manual skill, or physical and mental fitness, which in the judgment of the Assistant Superintendent of Human Resources serves to this end, may be employed.

At least two members shall comprise the oral board to evaluate the candidate's general fitness for employment in the class and the entire proceeding shall be electronically recorded. When the board is to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area.

The Assistant Superintendent of Human Resources shall retain examination papers including the rating sheets from each member of the oral board, for each candidate for a period of 90 days after certification of an eligibility list.

1. District personnel within the first and second level of direct and indirect supervision may not serve on qualification appraisal panels, except when a particular position or classification presents special recruitment or selection problems which necessitate the use of timely qualifications appraisal techniques or which require the technical expertise of supervisory personnel to appropriately appraise applicants' qualifications. Personnel services staff may serve on any qualifications appraisal panel.

**QUALIFICATIONS APPRAISAL/EXAMINATION (continued)**

2. Members of the Governing Board shall not serve on an oral board in the district.

**Open and Promotional Examinations**

1. The examination to fill positions at or above the level of Chief Business Officer will be conducted on an open and promotional basis. All permanent classified and certificated employees meeting the minimum requirements shall be eligible to compete in the examination as promotional candidates with seniority credits.
2. Promotional examinations shall be restricted to permanent employees of the district as well as employees who have been laid off who meet the prescribed qualifications of the class. Seniority credit shall be added to the final passing scores of permanent district employees in the amount of 1/2 of one point for each year of service completed, not to exceed a total of five points, and a maximum of five additional points for Appraisal of Promotability may be added to the qualifying score. Ten and 11-month employees would receive full credit for each year completed.
3. On promotional examinations the Appraisal of Promotability shall be based on an evaluation of records in district service as of the last day for filing applications and of efficiency and character in relation to the class of position for which the examination is being given. The score received on the Appraisal of Promotability shall be weighted at 20 percent of the total weights in the examination.
4. Eligibility for taking promotional examinations will be established as follows:
  - a. Persons having the required amount of service.
  - b. Persons meeting the minimum qualifications of education, training and experience, as required by the job specification.
  - c. Applicants shall be eligible to compete in a promotional examination only if his/her record of performance prior to date of examination is satisfactory.

All examination papers shall be weighted under the direction of the Assistant Superintendent of Human Resources.

**Continuous Examinations**

When there is a lack of eligibles to fill vacancies, the Assistant Superintendent of Human Resources may authorize recruitment by continuous testing, either promotional or open or both. Qualified candidates may be placed on the eligibility lists whenever they receive qualifying scores.

## **QUALIFICATIONS APPRAISAL/EXAMINATION (continued)**

### **Certification from List for Another Class**

If an eligibility list does not exist for a class with a vacancy, certification may be made from a list for another class with the same or higher salary if the duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled, provided that the Assistant Superintendent of Human Resources finds that the use of the list is in the best interest of the district and that the necessary skills and knowledge were adequately tested in the examination.

### **Unranked Selection Lists**

Selection of candidates for instructional aide positions shall be made from an unranked pool of candidates listed on selection lists maintained in the classified personnel office.

### **Conduct of Examination**

All persons taking examinations for employment in the classified service shall be given the opportunity to compete in each examination under the same or similar conditions as every other competitor.

### **Appeal for Review of Written Examination**

Any competitor may appeal to the Assistant Superintendent of Human Resources for a review of his/her examination papers, presenting his/her reasons in writing no later than five working days after the date of any examination procedure. The appeal must be specific and must state wherein errors have occurred and the revision to which the applicant believes he/she is entitled.

In promotional examinations for classes for which continuous examination procedures have not been authorized, the review and protest period shall be held prior to regular appointment from the eligibility list.

### **Examination Notice**

When an employee is to be away from his/her job during vacation periods, recesses, or leaves of absence, he/she must request notification by the classified personnel office of any examination, which may be of interest to the employee.

Failure to receive such notice shall not invalidate the examination procedure, if in fact the notice was sent by certified mail.

The Human Resources office will send a notice on or before June 1 of each year for posting at school sites, reminding the 10 and 11-month employees that if they are interested in being notified of an examination during the summer to notify the Human Resources Office.