

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.1 Character of Examinations

- A. Examinations may be written or oral or in the form of a practical demonstration of skill and ability, or any combination of these. Any investigation of education, experience, character, or identity, and tests of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the Personnel Commission or the Director, Human Resources, serves this end, may be employed.
- B. Examinations shall be administered objectively and shall consist of test part(s) that relate to job performance. Candidates shall be required to attain a designated minimum rating in each part of the examination process to qualify for participation in the next succeeding part.
- C. For classes of positions deemed by the Personnel Commission, or by the Director, Human Resources to require an oral examination, the oral examination panel shall include at least two members.
- D. Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination panel shall confine itself to evaluating general fitness for employment in the class. When the oral examination panel is directed to evaluate technical knowledge and skills, at least two members shall be technically qualified in the specified occupational area. Members of the County Board of Education or Personnel Commission shall not serve on an oral examination panel if he/she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.
- E. In the event a written examination is given, the examination for a class may cover any subject matter appropriate to the duties of positions within the class including testing of skills, knowledge and abilities. The Director, Human Resources shall determine the passing score and assign relative weight percentage scores.
- F. In no case will an oral examination panel be provided with confidential references on employees of the County Education Office who are competing in promotional examinations. Scores achieved by the candidates on other parts of the examination shall not be made available to the oral examining panel.
- G. The Human Resources Office shall provide for the proceedings of all examinations to be electronically recorded. The recordings shall be kept on file in the Human Resources Office for 90 days.

Reference:

Education Code Sections 45260-45261 and 45272-45273

Approved:	October 20, 1975
Revised	August 23, 1979
	August 26, 1982
	October 22, 1992
Pending Approval:	October 23, 2014