

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.10 Examination Scoring

- A. The relative weight of the examination or of the different parts of an examination shall be determined by the Director, Human Resources and stated in the job announcement bulletin. Competitors shall be required to attain a designated minimum score in the examination or in each part of the examination to qualify for participation in the next succeeding part. Competitors shall be required to attain a designated minimum overall final score in order to place on the eligibility list. All examination papers shall be prepared and rated under the direction of the Director, Human Resources.
- B. Placement on the eligibility list shall be in the order of scores determined by examination. The scores of candidates shall be rounded to the nearest whole percent for all eligibles. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.
- C. The Director, Human Resources shall assure that written notice to individual scores achieved on the examination, including position on the eligibility list are mailed to each person competing in an examination. All applications and examination papers submitted by competitors are the property of the Human Resources Office and are confidential records.

Reference:

Education Code Sections 45260-45261 and 45272-45274

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