

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.4 Oral Examination Panel

- A. If the Director, Human Resources deems that the examination requires an oral examination panel, he/she shall assure that the following rules are followed:
1. The panel shall include at least two members.
 2. An employee of the County Education Office or of the Personnel Commission may serve on an oral examination panel if he/she is not at the first and second level of supervision over a vacant position in the class for which the examination is being held.
 3. 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.
 4. When the oral examination panel is directed to evaluate technical knowledge and skills, at least two members of the panel shall, as determined by the Director, Human Resources, be technically qualified in the specific occupational area.
 5. Members of the County Board of Education or Personnel Commission shall not serve on an oral examination panel.
 6. Scores achieved by the candidate on other parts of the examination shall not be made available to the oral examination panel.
 7. The Human Resources Office shall provide for the proceedings of all oral 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

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