

ARTICLE 8 - EXAMINATION

Section 1. Nature and Type of Examination

The selection techniques used in the examination process shall be impartial, of a practical nature and shall relate to those subjects which, in the opinion of the Director and Human Resources Director, fairly measure the relative capacities and capabilities required of the persons examined to successfully execute the duties and responsibilities of the position to which they seek to be appointed. Examination may consist of selection techniques that will fairly and equitably test the qualifications of candidates. This includes, but is not limited to, achievement and aptitude tests, written tests, additional or subsequent personal interviews, performance tests, review of social media posts, physical agility tests, medical evaluation, assessment centers, evaluation of daily work performance, work samples, polygraph tests, psychological evaluations, or any combination of these or other tests. In any examination, the Human Resources Director may include, in addition to competitive tests, a qualifying test or tests and set minimum standards.

It is important to note that any medical evaluation, drug testing, psychological testing, pulmonary fitness tests or anything that could reveal protected health information must be performed after the offer of employment. Also, criminal background checks will be performed on a post-offer basis. Other aptitude, skills or agilities tests may be made prior to the offer of employment. Regardless of whether pre-offer or post-offer, the cost of examinations, when required by the City, shall be the responsibility of the City.

Section 2. Conduct of Pre-offer of Employment Examinations

- A. Pre-offer of employment examinations to measure the qualifications of applicants shall be established by the Department Director, and shall be approved and be conducted by the Human Resources Director or by a person/organization designated by the Human Resources Director.
- B. If such examinations are required for a position, all applicants competing for that position shall be examined in a similar, fair and impartial manner. No applicant competing for the position shall be excluded from the examination process if at least one applicant is required to complete an examination.
- C. Failure of an applicant to report as scheduled by the Human Resources Director for any part of the examination may be grounds to remove the applicant from further consideration.
- D. Requests for special examination accommodations, received in writing no less than two weeks prior to the test date, will be evaluated by the Human Resources Director for accommodation as regulated by the Americans with Disabilities Act. Requests for accommodations received at the time

of notification of testing will be evaluated on a case-by-case basis, and approved or disallowed by the Human Resources Director dependent upon the availability of test materials, available staffing requirements, etc.

Section 3. Examination Values

- A. When multiple parts of the examination exist, each part of the examination of applicants for any position shall be given a relative value or weight which shall consist of a percentile part of 100%. One hundred percent is the total value of all parts of an examination. In order to qualify for employment a candidate shall make a passing grade, as determined by the Human Resources Director, on each part of the examination to which a percentage grade is assigned.
- B. Notwithstanding Section 3 A. above, any part of an examination may be designated by the Human Resources Director as an “absolute qualifier.” Parts so designated shall be on a pass/fail basis and shall be used to determine whether or not the candidate may continue the examination and in the interview and selection process.
- C. Examinations shall be of a nature where they are at least generalized to the kind of work for which the applicant applied to determine the individual’s ability to be successful in the role.
- D. Application and examination results may be screened, and only a reasonable number, as agreed upon by the Human Resources Director and the Department Director, where the top candidates who display the skills, qualifications and aptitude to be successful in the position, may be selected for further consideration in the interview and selection process.

Section 4. Internal City Examinations

- A. Positions may be filled by competitive internal City examination when authorized by the City Administrator. If there are two or fewer qualified internal applicants for a position, external applicants may also be solicited.
- B. Internal City examinations are open only to employees in the City service who meet the position requirements.
- C. Part-time and temporary employees may be considered after regular full-time internal applicants but prior to external applicants when positions are not filled by qualified internal applicants and when authorized by the City Administrator.

Section 5. Open-Competitive Examinations

Open-competitive examinations shall be used unless an internal examination is deemed more appropriate by the Director and the Human Resources Director and is authorized by the City Administrator. All interested individuals, who meet the position requirements, may submit applications for consideration.

Section 6. Examination Results

- A. When the qualifications of applicants for departments with eligibility lists have been evaluated, the applicants will be notified of their individual placement on the employment eligibility list. Those not selected for placement on the eligibility list shall be notified by the department of their non-selection for further employment consideration for the position.
- B. Examination records and papers are closed records. Applicants shall not be entitled to review notes and scores of individual oral board examiners, interviewers, or those of other applicants, but they shall be entitled to review their own final percentile score given for each part of the examination.
- C. Internal applicants shall be given available information regarding their pre-offer of employment examination results within five (5) regular business days of the examination. External candidates shall be provided, as applicable, available pre-offer of employment examination information within ten (10) regular business days.

Section 7. Post-Offer Examinations

All medical evaluations, drug testing, psychological testing, pulmonary fitness tests or anything that could reveal protected health information shall be performed after the offer of employment is made.

If a candidate fails any of these, or fails the criminal background check, the Human Resources Director may withdraw the offer of employment based on standards set up through the Fair Credit Reporting Act or any other prevailing regulations.

Section 8. Retesting

Any person failing the examination process shall not be permitted to re-take the same examination for at least 90 days, except that qualifying performance tests, such as for typing, shorthand, computer skills, and others as designated by the Human Resources Director, may be repeated twice during a specific recruitment period.

