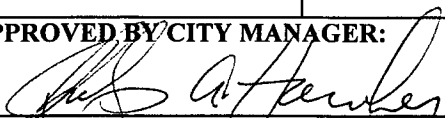




<b>MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES</b>		<b>SECTION: 2.00</b> Recruitment and Selection
		<b>SUBJECT: 2.10</b> Examination Procedures
<b>SUPERSEDES:</b> January 22, 1996	<b>NEW EFFECTIVE DATE:</b> July 10, 1997	<b>PAGE 1 OF 2</b>
<b>APPROVED BY CITY MANAGER:</b> 		

- I. A written, oral or performance demonstration examination, or any combination thereof, may be given for both open and promotional examinations. Examinations shall test for job-related knowledge, skills, and abilities in order to provide an accurate indication of potential job performance.
- II. The Human Resources Department shall establish examining panels which shall consist of an ethnic and gender mix, whenever possible. All panel members shall be instructed in correct and legal examination techniques. For oral interview examinations, the panel members shall be provided with a standardized set of questions in order to give all interviewees an equal opportunity to describe their qualifications. Panel members will be asked to excuse themselves from the assessment of any individual with whom a relationship exists out of which bias might arise (e.g. friend, relative, former employee, etc.) Candidates, upon arrival for the interview, will be shown the list of oral panel members and will be asked to state if a relationship exists with any panel member out of which bias might arise. In such cases, the Human Resources Department Analyst responsible for the selection process will be notified and the oral panel member will be requested to withdraw as a rater for that candidate.
- III. City employees may be enlisted to serve on examining panels as long as objectivity and independent evaluation in the examination process is maintained.
- IV. Objections to the examination process must be submitted in writing within three working days after completion of the examination. Objections will be reviewed and a reply prepared by the Human Resources Department.
- V. Notwithstanding the above provisions and procedures, if after a recruitment there are three or less qualified applications received, any further exam process may be waived and the applicants certified to the departments for appointment consideration, based upon their application materials. If an appointment is made, the selection process is concluded. No eligible list will be established where an exam process is waived. If an appointment is not made, the hiring authority may request that the recruitment be reopened.

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- VI. Except when filling a position through administrative reassignment, City appointing authorities shall have the option of appointing qualified, disabled persons who participate in supported work programs, and who are certified as disabled by either the State Department of Rehabilitation or a state regional center on development disabilities, to regular appointments for entry-level positions without competitive examination. Appointed individuals must serve a probationary period.