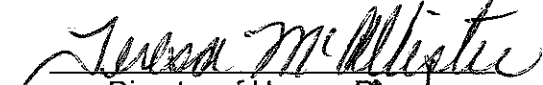


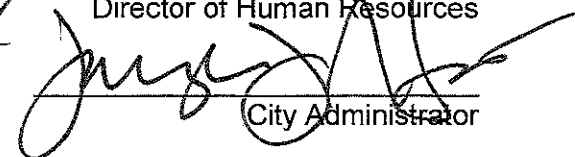


Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**



Director of Human Resources



City Administrator

Number: I-2 Effective Date: June 17, 2008

SUBJECT: TESTING, CERTIFICATION, AND ELIGIBILITY LISTS

PURPOSE:

To provide a fair and equitable process to determine whether applicants possess the knowledge, skills, and abilities to perform the duties of the position for which they are applying and, if so, to provide a process consistent with merit principles so eligible candidates can be referred to departments based on their relative knowledge, skills and abilities.

POLICY:

1. **Testing:**

The Human Resources Department shall be responsible for the administration of competitive examinations as necessary to determine applicants' qualifications and shall do so without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex or sexual orientation. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations. All qualified applicants will undergo the same competitive examination process.

The Human Resources Department shall, after consulting with affected departments, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines on employee selection, and applicable Federal and State law, and only as authorized by the Director of Human Resources. The Director of Human Resources shall have the authority to revoke, cancel or nullify the results of any or all portions of any testing procedure which do not have such authorization or are not in accordance with the criteria set forth above. The Human Resources Department determines the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score.

Steps in the selection process may include any of the following:

- a. Screening of employment applications for minimum qualifications.
- b. Further screening of applications and/or supplemental questionnaires or

documents for job-related qualifications.

- c. Administration of a job related written examination.
- d. Administration of a job related oral examination.
- e. Administration of a job related performance examination.
- f. Interview of candidates.
- g. Coordination of an appropriate medical screening or examination after a job offer has been made.
- h. Investigation of reference and background information of individual candidates. (See Reference/Background Check Policy and Criminal Background and Live Scan Policy)

The Human Resources Department may call upon subject matter experts from within or outside City employment for assistance in developing and/or administering any of the testing procedures. Consideration in determining the appropriate selection device shall include cost to the City and candidates, time restraints, legality of the process, and practicality.

Each candidate in an examination shall be given written notice of the results thereof, and if successful, of the final earned score and/or band on the eligibility list.

All candidates shall have the right to inspect their own test answer sheet within five (5) business days after the written notification of examination results have been sent by the Human Resources Department. Any error in computation shall be corrected, if called to the attention of the Director of Human Resources within this period.

2. **Veteran's Credit:**

A veteran's credit of ten points will be added to a candidate's passing score in an open competitive civil service examination if the candidate is either:

- a. A veteran who served in the armed forces of the United States during any of the following periods: WW II - December 7, 1941 through December 31, 1946; Korean Conflict - June 27, 1950 to January 31, 1955; Vietnam Era – February 28, 1961 through May 7, 1975; Granada, October 25, 1983 to December 15, 1983; Panama, December 20, 1989 through January 31, 1990, Operations Desert Shield/Storm – August 2, 1990 through, to date of final troop withdrawal.
- b. The spouse of such veteran who while engaged in such service was wounded, disabled, or crippled and thereby permanently prevented from engaging in any paid employment, or
- c. The widow or widower of any such person who died or was killed while in such service will also be entitled to Veteran's credit.

Veteran's credit is not allowed in promotional examinations, and proof of eligibility must be presented at the time of application, if the applicant wishes to be

considered for the veteran's credit.

3. **Eligibility Lists:**

The Human Resources Department shall determine, based upon the results of the testing process, which candidates shall be placed on the eligibility list. These lists shall also include: 1) the names of candidates qualifying for reinstatement rights; 2) candidates placed on the list by the Human Resources Department for purposes of rehabilitation 3) City employees who request the opportunity to voluntarily demote; 4) City employees desirous of a lateral transfer between departments and within the same classification and who are in good standing. (See Policy on Employee Transfers.)

Eligibility lists other than those resulting from a continuous examination shall remain active for a period of one year, or until vacated by the Director of Human Resources, whichever occurs first. Open competitive lists created as a result of continuous examinations shall remain in effect for not more than one year after the last administration of the examination, unless sooner vacated. An eligible list is exhausted when all the applicants in Bands I, II and III on the list have been interviewed or requested to appear for an interview. A list may be vacated by the Director of Human Resources at the request of the Director of the hiring department.

- a. **Band 1** – Upon completion of the testing process, the Human Resources Department will compile a certified list of successful candidates. Band I shall include only the name of the person receiving the highest overall score, along with the names of any other candidates who scores within ten (10) points of the highest score (92 points to 82 points, etc.) The names on the Band I list will be listed in alphabetical order. The Human Resources Department will forward copies of the Band I list to the City Administrator and the appropriate department head. After a competitive interview process is conducted, the appropriate Department Head will in turn make a recommendation to the City Administrator. The City Administrator will review the Band I list consider the department head's recommendation and make the final selection and appointment. There is a minimum 70% correct score required to pass the examinations in order for a job applicant to have his/her name placed on a certified list of successful candidates. The City Administrator will be the sole appointing authority for all positions.
- b. **Band II** – If Band 1 is exhausted, the department may request from the Human Resources Department the Band II list of successful candidates. Said list will consist of the names of those persons who scores fell into the next ten (10) point group (81 points to 71 points, etc.) These names will also be listed alphabetically, and no scores will be reported to the department. Appointments will then be made in the same manner as with the Band I list.

4. **Selection**

Based on the examination results, all successful full-time and part-time employees will have their names placed on a closed promotional list of eligible candidates. Also, based on the examination results, all successful temporary employees and all other applicants will have their names placed on an open competitive list of eligible candidates.

The appointing department will be required to interview and select a promotional candidate if there are at least three (3) names in Band 1 of any employment list of eligible candidates. If there are less than three (3) names in Band 1 of the list, these names and band placement will be merged into the Open Competitive Eligibility List. Then the appointing department will only be required to interview and consider these candidates, and a selection will not be mandatory.

4. **Certification:**

Certification of eligible candidates shall be from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the affected candidates may be conducted by Human Resources to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred.

The names of candidates placed on the eligibility list as a result of reinstatement rights, rehabilitation or transfer shall also be certified.

The City of Commerce encourages promotion from within and recommends consideration of internal candidates first, as part of an open/outside recruitment process. For internal promotions the list of candidates must be at least three who meet minimum qualifications. The City will conduct open/outside recruitments whenever it is determined that such recruitment will enable the City to identify the most qualified candidate group.

- a. **Selective Certification** - In the event a department desires candidates with specialized skills, they may request a selective certification of these candidates (e.g., bilingual skills, computer skills). These skills must be identified via job analysis information and prior to the initial certification. A written formal request to the Human Resources Department must be submitted for selective certification.
- b. **Rejection of Certification** - In the event a department rejects a certification; a formal written request for additional certification must be made. Inclusive with the request, there must be specific reason(s) as to the rejection of each certified candidate. The Director of Human Resources reserves the right to accept or reject this request.
- c. **Removal of Names** - Names shall be removed from the eligible list after appointment, or at the end of the eligibility period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from City employment or upon granting a leave of absence without right to return to the job. The Director of Human Resources may remove names of any person:
 - 1) Who has been hired for the position for which they applied. (Employees accepting appointment for temporary and/or part-time positions may remain on the list until expiration.)
 - 2) Who fails to appear without prior notice for any job interview for which they have been appropriately notified.
 - 3) Who has refused to be interviewed twice for openings they have

previously indicated on their application that they wish to be considered for.

- 4) Who has failed to answer any availability inquiry or keep the Human Resources Department informed of a current address.
- 5) Who is unable to produce or obtain the required license or related special requirement.
- 6) Who has falsified their application.
- 7) If the eligible person requests in writing that their name be removed

PROCEDURE:

Responsibility

Action

Human Resources Department

1. Reviews employment application to determine whether the applicant meets the minimum qualifications of the position.
2. Notifies unsuccessful applicants at each step of the pre-certification selection process.
3. Determines appropriate means of testing candidates.
4. Develops or procures appropriate exams as needed.
5. Administers and scores exams as needed.
6. Determines final cut-off scores for examination process.
7. Establishes an eligibility list and notifies candidates accordingly.
8. Certifies candidates. For internal promotional certifications a minimum of 3 candidates shall be certified. Employment Applications and Certificate of Eligibles for each name certified shall be sent to the hiring department.

Requesting Department

9. Assists the Human Resources Department in reviewing applications, scheduling interviews, interviewing

candidates, and conducting reference checks. Makes final selection from the list of names certified or requests additional names from Human Resources if all candidates are rejected or the department determines with the concurrence of the Human Resources Department that insufficient applicants have been certified in order to make a selection decision.

10. Completes all forms (Certification of Eligibles, Personnel Requisition Form, Personnel Action Form, selected candidate's application, completed interview rating forms, and the remaining applications) submitted during certification process and returns them to the Human Resources Department.
 11. Conducts employment reference check on potential candidate.
 12. Makes conditional offer of employment at Step 1 of the salary schedule. All employment offers that are above Step 1 of the salary schedule must be pre-approved by the City Administrator.
 13. Submits conditional letter of employment to candidate stating salary, work schedule, position and tentative hire date.
 14. Submits a copy of the conditional letter of employment to Human Resources along with the Personnel Action Form.
 15. Initiates pre-employment processing and obtains all required new employee documents. Schedules pre-employment physical and live-scan process in accordance with Human Resources policy and procedures.
 16. Confirms hire date with the department to ensure accuracy of personnel action form.
- Human Resources Department

17. Upon completion of all pre-employment processes and receipt of background clearance, submits certification of eligibility to hiring department for candidate to begin employment with the City.

No candidate may start work until all pre-employment and processing has been completed and certified by the Human Resources Department.

18. Submits PAF to City Administrator for final consideration on appointment of all full/part-time City employees.

City Administrator

19. Receives and considers departments recommendation and is the sole appointing authority. Submits approved PAF to payroll and denial to the Human Resources Department.

Human Resources Department

20. Notifies candidates not selected as to their current status on the eligibility list. If requesting Department notifies candidates not selected via mail, copies of those letters must be submitted to Human Resources along with other documentation as indicated under item 10 above.