

ARTICLE III

EXAMINATIONS

NOTICE OF EXAMINATIONS

Sec. 10. Subject to the approval of the Commission, Civil Service examination announcements shall be posted publicly for a minimum of seven days. Examination announcements shall contain information regarding the duties of and the minimum qualifications needed to perform the job, general information, including salary, and when and where to file applications. In addition to the above, announcements of promotional examinations shall also indicate the Civil Service Rules by which seniority points will be determined, the classifications eligible for participation, and shall be forwarded to all City departments for posting in areas where eligible employees pass in their normal course of employment.

EXAMINATION INFORMATION

Sec. 11. Information or advice regarding the actual problems and/or questions contained in Civil Service examinations shall not be given to applicants. However, general study manuals, and/or book lists authorized by the Executive Director, may be distributed to applicants, if the distribution is a part of the stated examination procedure.

CONDUCT OF EXAMINATIONS

Sec. 12. All Civil Service examinations and/or other employee selection procedures shall be administered fairly, objectively, and equitably pursuant to established Commission policy and procedures.

GRADING OF EXAMINATIONS

Sec. 13. The passing grade in examinations shall be 70 or above. Any applicant whose score in any examination part or section is less than the minimum level established by the Commission and these Rules shall be disqualified and prohibited from further participation in the examination process or placement on the eligible list. Each applicant's final score on an examination shall be used to determine placement in the rank or band order of applicants on an eligible list, except as indicated below:

- (1) where preference is given to veterans as provided by Section 1105 of the City Charter;
- (2) in promotional examinations where seniority credits are made a part of the final grade;
- (3) in non-competitive examinations where strict ranking of applicants is not required pursuant to Commission policy and procedures.

CREDIT FOR SENIORITY

Sec. 14. On promotional examinations, the points to be allowed for seniority shall be based upon length of employment, subject to Section 102 of these rules, in all classified classifications designated on the examination announcement as qualifying classifications, and shall be computed using the following scale:

One-half point for each completed year of classified City employment up to and including the tenth year. Seniority credits shall be computed on a whole month basis.

- (1) In calculating seniority points, length of employment shall include all time during which the employee is carried on the payroll after permanent appointment to classifications which are designated on the examination announcement as qualifying, and shall encompass all time the employee is absent from duty and drawing disability compensation as a result of sickness or injury suffered or sustained during the course of employment, and all times during which the employee is serving in the Armed Forces of the United States during war or national emergency proclaimed by the President, or the Congress of the United States, or an Act of Congress providing for peacetime induction or conscription; but shall not include the times that the employee is absent from duty on leave of absence, laid off, or suspended.
- (2) Applicants for promotion in the Police Department and Fire Department shall be allowed the same credit for seniority as listed above, except that the applicant's total time of employment in the City's subordinate level Police or Fire classifications shall be added together to determine seniority credit. A maximum credit for seniority shall be five points (10 years of service).

Rev. August 21, 2001

LENGTH OF SERVICE REQUIRED FOR PROMOTION POLICE

Sec. 15. No member of the Police Department shall be eligible to take a promotional examination unless he/she holds a permanent appointment in the classification from which promotion is sought and, after such appointment, shall have completed the

required minimum period of active service. The minimum periods of active service are as follows:

- (1) Police Corporal, three years combined service as a Police Officer and Police Recruit.
- (2) Police Sergeant
 - a) status as a Police Corporal or,
 - b) three years combined service as a Police Officer and Police Recruit.
- (3) Police Lieutenant, two years as a Police Sergeant. Time served in the classification of Policewoman Sergeant prior to November 1, 1973, shall be considered as equivalent to service as a Police Sergeant.
- (4) Police Captain, one year as a Police Lieutenant.

LENGTH OF SERVICE REQUIRED FOR PROMOTION - FIRE

Sec. 16. No member of the Fire Department shall be eligible to take a promotional examination unless he/she holds a permanent appointment in the classification from which a promotion is sought and, after such appointment, shall have completed the required minimum period of active service. The minimum periods of active service are as follows:

- (1) Engineer or Fireboat Operator, four years combined service as a Fire Fighter and Fire Recruit.
- (2) Fire Captain, six years combined service as a Fire Recruit, Fire Fighter, Engineer, and/or Fireboat Operator. Time served in any of these classifications may be cumulative.
- (3) Battalion Chief, three years as Fire Captain.

PROMOTIONS - MARINE SAFETY SERGEANT - BOAT OPERATOR AND MARINE SAFETY - BOAT OPERATOR

Sec. 17. All appointments to fill the position of "Marine Safety Sergeant - Boat Operator" or "Marine Safety - Boat Operator" shall be made from applicants who have completed at least two years active service as a Marine Safety Officer in the "permanent service" on or before the last day for filing of applications to take the examination. The Commission shall establish appropriate promotional eligible lists as described in these rules.

TIES IN OPEN EXAMINATIONS

Sec. 18. When two or more applicants competing in an open examination achieve the same final score, rank order on the eligible list shall be determined by the order in which their applications were filed, with the exception of those applicants covered by Section 1105 of the City Charter. Applicants with a tie in final scores shall be certified to requisitions together.

Rev. July 23, 1996

TIES IN PROMOTIONAL EXAMINATIONS

Sec. 19. When two or more employees achieve the same final score in a promotional examination, a higher rank order on the eligible list shall be given to the employee having the greatest seniority under Section 14 of these rules. If both employees' final score and seniority are the same, preference shall be determined by the order in which their applications were filed. Employees with a tie in final scores shall be certified to requisitions together.

PROTEST OF EXAMINATIONS

Sec. 20. Examination materials including all testing instruments shall not be subject to review by the public.

The Commission shall not consider any claims against the judgment or expertise of the raters in assigning scores for tests.

Following each examination component, there shall be a two-business day protest period during which the candidate may submit a written protest against the conduct of his/her test to the Executive Director. Candidates shall submit written protest(s) on forms provided by the Commission. Civil Service staff will review written protests received during this protest period, and make a determination within three business days. Upon notification of staff's determination, where there is a disagreement with staff's disposition, candidates may appeal in writing to the Commission within five days for final determination.

After the Commission has approved the final examination results and final scores have been transmitted to all candidates, there shall be a period of five business days during which a candidate may submit a written notice to the Executive Director requesting that their final examination computations be checked for accuracy. Civil Service staff shall review the candidate's computation of final scores and make a determination within three business days. Upon notification of staff's determination, where there is a disagreement with staff's computation of the candidates' final scores, candidates may appeal in writing to the Commission within five days for final determination.