

RULE V  
EXAMINATIONS

Section 1 Public Announcement, Applications, Deadlines

- 1.1. The Director shall give written notice fifteen (15) days in advance of holding any test given to establish an employment list by posting a notice which includes the minimum rate and the midpoint rate of pay as well as the desired or necessary qualifications for the class, on the Civil Service Office bulletin board and by mailing or emailing copies to the President, City-Parish Council Clerk, Departmental Directors and Division Managers for posting on their bulletin boards. (Revised 5/10/16)

Announcements for promotional examinations which are limited to applicants from a Department or Division must be posted on the Civil Service Office bulletin board and mailed to the President and City-Parish Clerk, but thereafter distributed only to the affected Department or Division.

- 1.2. The Director may also advertise vacancies in newspapers, trade publications, journals and any other medium found to be available and appropriate.
- 1.3. An application filing deadline shall be established for either 12:00 noon on the 15th day of the examination announcement or when a maximum number of applicants has been reached, whichever occurs first.
1. Should the deadline for applications fall on a City-Parish Government holiday, the deadline is extended to the next working day.
  2. The Director may authorize extensions of deadlines due to inadequate numbers of qualified applicants or other sound reasons but no examination for initial employment or promotion may be held without at least fifteen (15) days public notice.

Section 2 Applicants

- 2.1. An applicant is a person 18 years of age or older, who has permission to work in the United States issued by the Department of State if not a citizen, and has submitted to the Civil Service Office the prescribed completed employment forms with proof of the aforementioned, prior to the deadline for applications. (Revised 3/2/2010)
- 2.2. An application for employment shall be rejected for one of the following reasons:
- A. failure to meet the minimum necessary qualifications as specified in the examination announcement, or
  - B. the applicant has been previously dismissed from the public service for delinquency or misconduct within the past seven (7) years preceding the

application filing deadline, or is a former employee not recommended for rehire by the Appointing Authority where such recommendation is supported by recorded performance records subject to verification by the Director.

- C. the applicant has been found to have falsified any material on application, examination or other materials used in the selection process, or used fraud or deception in the process,
- D. the applicant is a regular employee whose performance has been rated less than competent during the twelve (12) months preceding the application filing deadline, and is applying for a position with the same or essentially the same desired education and experience qualifications. (*Revised 7/2/12*)
- E. the applicant has been previously demoted from the class being examined for due to incompetence.
- F. The applicant has previously taken the same test for the same class within the last six months. (*Revised 5/19/04*)

### Section 3 Types of Examinations

- 3.1 Examinations are procedures developed or sanctioned by the Civil Service Office that, by means of numerical scores, measure qualifications and merit of applicants.
- 3.2 Examinations may take the form of written or oral tests, performance tests, ratings of education and experience or a combination of these. If a written test is available, or can, in the opinion of the Director, be prepared within a reasonable period, said written test shall be used, as the whole or part of the examination process in question.
  - A. Written examinations shall be prepared for each position where resources allow, and shall be job related, practical and as objective as possible.
  - B. Performance examinations shall be the opportunity for applicants for a position to perform the work tasks of the position before the Director or his delegate, and an expert in the task tested. A numerical score shall result which reflects the degree of skill shown by the applicant in performing the tasks of the position.
  - C. Ratings of education and experience, including structured interviews, shall consist of forced choice rating scales measuring directly job related education and working experience. Each rating choice shall have a fixed point value and the scale shall yield a numerical score providing a relative ranking of applicants on the basis of objective and observable qualifications.
- 3.3 The Director may, due to inadequate numbers of applicants with desired education and experience, delays in advertising, preparation or revision of examinations, or other unforeseen circumstances, delay, postpone or cancel examinations. Suitable notice shall be provided to applicants in advance if and when possible.

Section 4 Weighting and Scoring Examinations

- 4.1 When two or more types of examinations are used in combination, their weighting shall be:

	Written Examination	Performance Test	Rating of Education and Experience
a.	100%	0%	0%
b.	50%	50%	0%
c.	50%	30%	20%
d.	60%	0%	40%
e.	0%	100%	0%
f.	0%	60%	40%
g.	0%	0%	100%

- 4.2 Whenever possible, Civil Service examinations shall be scored using deviation scores. Other scoring methods may be authorized by the Director in cases of inadequate numbers, skewed distributions or other sound reasons. The minimum passing score on all examinations is 70.
- 4.3 Scores shall be grouped into Bands by application of the Standard Error of Measure for each examination where such can be calculated. All applicants whose scores are within the same Band are considered to be tied.
- 4.4 Five points shall be added to the scores of applicants who have provided proof of service in the armed forces of the United States under honorable conditions, provided a passing score has been obtained. Documents containing proof of honorable discharge must be presented to the Director.
- 4.5 Within 30 days after the completion of an examination, the Director shall complete the scoring and notify all applicants of their eligibility status. The Director shall keep the papers and documents pertaining to the examination available for applicants inspection for 30 days after the date of notification of the test results.
- A. Examination items or questions subject to re-use shall not be made available to disputing applicants, but the Director may authorize inspection by a mutually agreed upon outside professional as necessary to resolve a dispute.
  - B. An error in scoring a test shall be corrected if discovered, but such correction

shall not invalidate an appointment or promotion previously made from said list.

## Section 5 Examiners

- 5.1 The Director, in consultation with the Department Director, may appoint employees in the Classified Service to serve as subject matter experts and assist in the preparation, administration and/or scoring of examinations. The Appointing Authority shall excuse any employee so appointed from his regular duties for the time required to complete the examination work. Employees are not entitled to extra compensation for their services in this capacity.
- 5.2 The Director may retain the service of qualified persons from outside the classified service to assist in the preparation, administration and/or scoring of examinations.

## Section 6 Employment Lists

- 6.1 Insofar as practicable, employment lists shall be prepared by the use of competitive examination, but the Director is authorized to prepare a non-competitive employment list in cases where position qualifications are so minimal as to prevent the use of examinations.
- 6.2 The Director may limit applications for employment to those of regular employees in a Department, Division or to the Classified Service, or open the examination to the general public, at the request of the Appointing Authority or for sound business reasons.
- 6.3 The Director may schedule and conduct examinations upon notification of the Appointing Authority of a vacancy, or in anticipation of need for an employment or promotion list.
- 6.4 The Director shall prepare, following each examination, in descending order of scores, an
  - A. Open Employment List, containing names of the highest scoring applicants, regardless of their current employment status, and/or
  - B. Promotional Employment List, containing names of the highest to lowest scoring employees in the Division where the vacancy exists, followed by the highest to lowest scoring employees in the remainder of the Department where the vacancy exists, followed by the highest to lowest scoring employees of the remainder of the entire classified Civil Service.
  - C. The employment lists provided for herein shall remain in effect for at least six (6) months, and may be extended by the Director for up to three (3) years.
- 6.5 Removal of names from an employment list may occur due to

- A. refusal of three (3) offers of employment,
- B. appointment to a position in the class the list is prepared for,
- C. filing a written statement, or verbal communication by the applicant of unwillingness to accept appointment. The department will send a letter to the applicant confirming the decision.
- D. failure to report within a reasonable time to a pre-selection interview by the Appointing Authority or his delegate, unless evidence of good cause is provided to the Director,
- E. failure to report for work after selection,
- F. failure to meet the physical requirements for performing the essential functions of the class with reasonable accommodation as determined by an appropriate medical professional, death or
- G. rejection of application as described in Section 2.2.

Section 7 Selection of Civil Service Director

The selection shall be in accordance with these rules but with the examination process to be conducted by competent examination professionals from another Merit System to be selected by the Board.