

CHAPTER 4 EXAMINATION

1.0 EXAMINATIONS. Examinations for entrance to County service shall be conducted on an open-competitive basis. Examinations shall be practical in nature and shall be rated objectively.

1.1 Examinations may also include the following factors where applicable:

A. A written test.

B. A competitive performance test for stenographic and typing positions, and a qualifying performance test for other positions involving the operation of office machines; however, a qualifying performance test for stenographic and typing positions in which it is anticipated that the entire eligible register will be exhausted within a relatively short period may be required.

C. A rating of training and experience.

D. An oral examination.

2.0 The Personnel Director shall determine the factors of the examination and may divide factors into sub-factors where such action is advisable. Examinations required shall be at the discretion of the Personnel Director. In instances when it is anticipated the eligible register will be exhausted within a relatively short period, examination procedures may be abbreviated.

3.0 NOTICE OF EXAMINATIONS. The Personnel Director shall give announcement of all entrance examinations, as appropriate, at least ten (10) days before establishing a register and certifying therefrom. For classes of positions for which recruitment is difficult, the Personnel Director shall conduct a positive campaign in cooperation with the department in which he shall make reasonable efforts to attract qualified persons to compete in these examinations.

3.1 Notice of examinations shall be posted in the County Courthouse and copies shall be sent to departments, newspapers, and such other organizations and individuals as the Personnel Director may deem expedient.

3.2 Public announcement of examinations shall specify the title of the class of position, the duties to be performed, the minimum qualifications required, the final date on which applications will be received at any time and where examinations held whenever practicable and other pertinent information.

4.0 RESIDENCE AND CITIZENSHIP. The open-competitive examination shall, after published notice, be open to any person or persons, regardless of residence or citizenship, who are otherwise eligible. The Commission may restrict selection of employees to citizens of the United States, of the State of Utah and of Davis County. Preference in employment may be given to local residents.

5.0 APPLICATIONS. All applications shall be made on forms prescribed by the Personnel Director and must be filed on or prior to the closing date specified in the announcement or postmarked before midnight of that date. Such applications shall contain such information, in accordance with Equal Employment Opportunity Guidelines, as deemed necessary by the Personnel Director. All County employment applications shall be signed by the applicant, and the truth of all statements contained therein shall be considered to be certified by such signature.

6.0 DISQUALIFICATION OF APPLICANTS. The Personnel Director may refuse to examine an applicant, or after examination, may disqualify such applicant or remove the applicant from a register; or refuse to certify any eligible on a register if the applicant:

- A. Is found to lack any of the preliminary requirements established for the examination for the class of position;
- B. Is so disabled as to be rendered unfit for the performance of the duties of the class;
- C. Is addicted to the use of drugs or the habitual use of intoxicating liquors to excess;
- D. Has been convicted of any felony or other public offense;
- E. Has made a false statement of fact in the application or has practiced fraud or deception in the examination or in securing eligibility for appointment;
- F. Has previously been dismissed from any public service for cause;
- G. Has used or attempted to use political pressure or bribery to secure an advantage in establishing eligibility or an examination appointment.
- H. Has directly or indirectly obtained information regarding examinations to which, as an applicant, they were not entitled;
- I. Has failed to submit the application correctly, or within the prescribed time limits;
- J. Has taken part in the compilation, administration, or correction of the examinations;
- K. Has otherwise violated provisions of these regulations.

7.0 CONDUCTING EXAMINATIONS. The Personnel Director may designate such proctors as may be necessary to conduct examinations and may also arrange for the use of buildings in which to conduct examinations. The Personnel Director shall provide for the compensation of proctors.

8.0 RATING EXAMINATIONS. The Personnel Director shall determine a final score for each applicant who passes all factors of the examination. Failure in any factor or sub-factor of an examination as set forth in the announcement shall disqualify the applicant in the entire examination and shall disqualify them from participation in subsequent factors or sub-factors of the examination. All applicants for the same position shall be accorded uniform and equal treatment in all phases of the examination procedure.

8.1 The Personnel Director shall utilize appropriate recognized techniques and procedures in rating the results of examinations and in determining the final scores of the competitors. In determining the system for rating results of the examinations, the County Personnel Director shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the register.

9.0 RATING TRAINING AND EXPERIENCE. If training and experience comprise a factor of the total examination, the Personnel Director shall determine a procedure for the valuation of the training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to the pertinency of the training. This procedure shall allow for the substitution within the limits stated in the class specifications.

10.0 INVESTIGATIONS. Before rating training and experience or prior to certification from the register, the Personnel Director may investigate the applicant's training and experience to verify the statements contained in the application form and adduce evidence regarding the applicant's character and fitness. If this investigation produces information affecting the rating of training and experience, the Personnel Director shall rate or re-rate the applicant's record accordingly, make the necessary adjustments in the register, and notify the applicant of such re-rating.

11.0 ORAL EXAMINATIONS. An oral examination board shall consist of two or more members, appointed by the Personnel Director, who shall be known to be interested in the improvement of public administration and in the selection of efficient government personnel, and at least one of whom shall be technically familiar with the character of work in the position for which the applicant will be examined. Any person holding political office or any officer or committee member of any political organization, or any person actively engaged in the work of any political organization, shall not serve as a member of any such examination board. If practicable, all applicants qualifying for the oral examination for the same class shall be rated by the same oral examination board.

12.0 NOTICE OF EXAMINATION RESULTS. Each applicant passing all factors of the examination shall be notified by mail by the Personnel Director of the final rating on the register. An applicant who fails the examination shall be notified by mail of such failure. Such applicants will be permitted no more than a total of two (2) additional opportunities within any consecutive twelve (12) month period to qualify by passing appropriate and similar examinations

13.0 EXAMINATION RECORDS. The Personnel Director shall be responsible for the maintenance of all records pertinent to the examination program. Applications and other necessary examination records shall be kept during the life of the register. Examination records of appointees shall be kept permanently, but examination records of other applicants, not appointed, may be destroyed thirty (30) days after the register expires. All notices of changes of address shall be filed, by applicants and eligibles, with the Personnel Director.

14.0 EXAMINATION ANNOUNCEMENTS. When a register is exhausted or is not sufficiently adequate to make proper certification for more than a two (2) month period, the Personnel Director shall determine whether there is a need for employees in that class of position, and if there is need, shall announce an examination.

15.0 CLOSING DATE. Applications received after the closing date officially announced shall be considered for the next examination given for that class of position, and the applicants shall be so notified, except that applications may be received after the closing date as long as it is possible and practicable to process the applications. Changes in positions applied for may be made on a completed application already on file with the Office of Personnel Management by an employee or other applicant, for a position in a current examining program.

16.0 EDUCATION EQUIVALENTS. Graduation from a standard senior high school shall be recognized if the applicant:

- A. Is a regular employee; or
- B. Has graduated from a standard senior high school; or
- C. Has been accepted for full matriculation by an accredited college or university either as a result of passing college entrance examinations following the completion of prescribed college courses or has otherwise completed college matriculation requirements; or
- D. Has passed a General Educations Development test

16.1 Forty-five (45) quarter hours or thirty (30) semester hours of college credit shall be accepted as equivalent to one (1) year of college education.

16.2 When practicable, specifications shall be interpreted to recognize schooling in an accredited junior college or business college on a year for year basis the same as schooling in a four-year college.

17.0 NON-COMPETITIVE EXAMINATIONS (for employees only). A non-competitive examination may be required by the Personnel Director for all promotions, demotions, and reassignments outside the series, reclassifications, and rehires within a department, or between departments, except in cases where an employee has passed a suitable examination within a series for a class of position not more than one (1) grade below the new position. However, such examinations may be limited to special cases requested by the department and approved by the Personnel Director.

17.1 If the Personnel Director requires a noncompetitive examination, the employee shall be notified in writing and a copy of the notice sent to the department concerned.

18.0 SHORTHAND AND TYPING TESTS. Scores in shorthand and typewriting for open-competitive examinations may be recognized for a period of not to exceed twelve (12) months from the date of the test.

18.1 The Personnel Director may recognize certificates of proficiency which have been issued by reputable schools, businesses, or other departments, when conditions of issuance are standardized and are otherwise acceptable.

19.0 OTHER EXAMINATIONS. All medical examinations required shall be conducted by a licensed physician approved by the County, and the cost shall be incurred by the County. If the physician deems any candidate medically unable to perform the duties of the position applied for, the physician shall state in writing the reason for this inability.

19.1 Refusal to submit to a medical examination, when required, shall be grounds for rejection.

19.2 Prior to appointment, a candidate may be photographed and fingerprinted and asked to take a polygraph test for the purpose of routine background investigation. Refusal to submit to such an examination shall be grounds for rejection.