



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Examination Standards and Rating Policy
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Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: EXAMINATION STANDARDS AND RATINGS POLICY

I. POLICY:

It is the policy of the City of El Paso that qualifying examinations be job-related and consist only of subjects and components that will fairly test the relative capacity of the person examined to perform the particular duties of the job class to which appointment is sought.

II. EXAMINATION SCORING:

Scores and Weights: The minimum passing score for an examination is determined by the Human Resources Director. For examinations consisting of more than one component, the minimum passing score and the weight to be given each component will be determined by the Human Resources Director.

A. **Scoring and Grading:** The method of scoring and grading tests will be objective and applied uniformly to all candidates.

B. **Clerical and Non-Technical Classifications:** A passing score of seventy percent (70%) shall be required on an examination for clerical and non-technical positions.

C. **Professional and Technical Classifications:** A passing score of seventy five (75%) shall be required on an examination for professional and technical positions.

III. EXAMINATION COMPONENTS:

A. An examination may consist of any or all of the following components, as appropriate:

1. **Written Exam:** a written demonstration designed to show the applicant's familiarity with general information or any job related information pertinent to the classification. It may

consist of any combination of multiple choice, essay, fill-in-the-blanks or similar exercises.

2. **Oral Exam:** an oral examination will include job-related technical or professional knowledge. Normally, such exams will be given only to the highest ranked applicants as established in the job posting examination component.
3. **Practical Exam:** a practical examination will include tests to measure the skill or ability of candidates to perform the work involved.
4. **Physical Test:** a physical test will consist of tests of bodily condition, muscular strength, agility and the general physical fitness of the candidate.
5. **Psychological Test:** a psychological examination will include tests to determine mental alertness, the general capacity of applicants to adjust their thinking to new problems and conditions or to ascertain special character traits and aptitudes related to the job to be performed.
6. **Training and Experience:** a training and experience determination will be based on the statements of education and experience contained in the application form or such supplementary data as may be required by the Human Resources Director.

IV. STANDARDS AND GUIDELINES:

- A. **Subject Weights:** The Human Resources Director or designee will determine subjects to be included in the examination and the weights to be ascribed each. The weights will represent reasonably the value of the associated subject in ascertaining the fitness of the applicants being examined.
- B. **Consultant:** The Human Resources Director or designee may use other persons qualified in a particular field to prepare, conduct or score an examination.
- C. **Medical Exam:** A medical examination may be requested after extending a job offer or conditional job offer if the medical exam is job related and required of all candidates.
- D. **Job Posting:** A job posting with examination information will be prepared by the Human Resources Director or designee and will be located on the City website or other appropriate websites, if applicable.

E. Special Credit:

1. **Seniority Points:** One and one-quarter points (1.25) will be added to the score of an applicant for each of the first four (4) complete and continuous years served in a regular Civil Service position, to a maximum of five (5) points, and provided that the minimum passing grade is achieved on the examination. Seniority will be computed from the job class entry date to the date the list is promulgated.
2. **Ratings of Efficiency:** An applicant, who is a regular Civil Service employee, will receive two (2) additional efficiency points provided that:
 - a) the minimum passing grade is achieved on the examination; and
 - b) the employee is not on a Performance Improvement Plan (PIP) and/or has not received a scheduled or unscheduled performance evaluation that is below the minimum standards.
3. **Veterans Points:** Military veterans must submit their DD214 at time of application to qualify for veterans points. To qualify for additional disabled veterans points, a current letter from the Veterans Administration Office must be attached to the application.
 - a) **Qualified Veterans:** Five (5) points will be added to their passing score if they submit a DD214(s) member 4.
 - b) **Disabled Veterans:** An additional five (5) points will be added to their passing score if they submit a current letter, stating a 30% or more disability, from the Veterans Administration Office.

F. Tie Ratings: When eligible candidates receive the same score, they will be ranked alike. Tie ratings will not be broken.

G. Notice to Candidate of Result of Examination:

1. **Notification:** Candidates will be notified by e-mail of the rating received, and if such rating is above the required minimum, he shall be given his comparative standing.
2. **Final Ranking:** Candidates who pass the examination will be ranked by their final score, which may include efficiency, seniority or veteran points, as applicable.

H. Preservation of Examination Papers: Examination papers of each examination shall be preserved in accordance with federal, state and local laws.

V. **EXAMINATION PROTEST:**

- A. **Written Exam Protest:** An examinee may file a written protest about any portion of the examination provided that the written protest is filed immediately following the administration of the examination. Such protest should contain specific points or objection to specific questions, actions or procedures. The Human Resources Director or designee will schedule a one-hour period for such protests to be filed, typically on the date of the examination or soon thereafter.
- B. **Other Exam Protest:** For all other types of examinations, candidates may file a written protest immediately following the administration of the examination. No protests will be accepted after the date on which the administration of the examination is completed. Such protests must contain specific points or objections to specific questions, actions or procedures.
- C. **Dispositions:** All examination protests will be reviewed and decided upon by the Human Resources Director.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date