

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

615
March 27, 2002

615 EMPLOYMENT EXAMINATION ADMINISTRATION

Education Code 45260

The commission shall prescribe, amend, and interpret...rule...

Education Code 45261

The rules shall provide for the procedures...regarding...examinations...public advertisement of examinations...

Education Code 45272 (a)
(NEW)

(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. The commission shall place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

Education Code 45273

Examinations shall be administered objectively and shall consist of test parts that relate to job performance.

For classes of positions deemed by the commission to require an oral examination, the oral examination board shall include at least two members. Where a structured objective examination is to be administered to the entire field of candidates, a single member oral examination board may be utilized. A "structured objective examination" means, for this purpose, an examination for which the examiner exercises no discretion in the selection of questions or in the evaluation of the answers.

CHANGE:

Education Code Section 45272 (a) added to reference Commission control of the selection process.

Remove: January 1, 1996, page 1 of 5. Add: March 27, 2002, page 1 of 5.

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Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination board shall confine itself to evaluating general fitness for employment in the class. When the oral examination board is directed to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area. Members of the governing board or personnel commission shall not serve on an oral examination board. A district employee may serve on an oral examination board if he or she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

The personnel commission shall provide for the proceedings of all oral examinations to be electronically recorded. In no case will an oral examination board be provided with confidential references on employees of the district who are competing in promotional examinations. Scores achieved by the candidate on other parts of the examination shall not be made available to the oral examination board.

Education Code 45278

(a) Written notices concerning tests, vacancies, transfer opportunities, and other such selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected not later than 15 working days prior to the closing date of filing appropriate applications, together with the normal use of newspapers and bulletins for public notice for open or promotional vacancies. If the subject of those notices affects a probationary or permanent classified employee who will not be reporting at his or her work location during periods when that employee is not normally required to work, including Christmas, Easter, summer recesses, and other paid or unpaid leaves of absences, including vacations, and who has previously requested notification, those notices shall be mailed to the employee. However, the failure of an employee to receive such notice shall not invalidate any procedure, if in fact the notice was placed in the U.S. mail and postage paid.

(b) (1) Subdivision (a) does not apply to a school district that publishes and distributes to all work locations examination bulletins at least once each month, provided that records of employee requests for transfer and change of location are maintained and that the names of all candidates for transfer and change of location to a vacancy are certified to the appointing authority along with names of appropriate applicants from employment lists.

(2) A School district may publish and distribute pursuant to paragraph (1) by electronic means.

(c) The personnel commission shall establish procedures for the maintenance of employee requests for transfer, change of locations, change of shift, and notification of forthcoming examinations.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: March 27, 2002, page 2 of 5. Add: September 8, 2008, page 2 of 5.

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- A. When an eligibility list is required, the Personnel Commission staff is authorized, subject to the provisions of Rule 705, to
1. recruit applicants
 2. plan, design, construct, and administer the selection process.
 3. place on a list all eligibles in order of their merit and fitness for services as determined by the selection process, plus seniority credits, and veteran's preference points, whenever applicable. Such a list shall constitute the eligibility list.
- B. Notifications of forthcoming examination selection process shall be published and distributed electronically to all schools and offices at least once each month.
- C. Every person who meets requirements for admission to an examination, complies with the procedural requirements applied to other applicants, and is not rejected pursuant to Rule 600, shall be permitted to compete. A candidate who obtains a score below the pass point in any one part or in of the combination of parts of an examination shall be eliminated from further competition in that examination. An unsuccessful candidate shall be permitted to compete in future examinations, if current admission requirements are met. However, the restrictions upon repeating an examination may be applied to any applicant as provided below.
- D. Applications for an examination with a specific filing period will be accepted only in received in designated Personnel Commission offices during business hours, prior to the close of the filing period. The filing period, which includes each extension thereof, shall be announced by public notice specifying the date by which applications must be received or postmarked.

Late applications may be accepted by the Chief Human Resources Specialist, Selection Branch in the following circumstances:

1. Verifiable cases involving prolonged hospitalization, a serious accident, prolonged illness, or death in the family.
2. An error detrimentally affecting the applicant when made by an employee of an office designated by the Personnel Commission to perform classified recruitment or selection functions.
3. Verifiable misdelivery, prolonged delivery, or error by the U.S. Postal Service or the District's Mail Unit.
4. Subpoena or order to appear in court during a significant portion of the filing period.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: March 27, 2002, page 3 of 5. Add: September 8, 2008, page 3 of 5.

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5. Assigned emergency or overtime work for the District during a significant portion of the filing period; or verifiable District authorized paid vacation during half or more of the filing period.
6. When the Personnel Commission staff recommends such action because an employee learned subsequent to the close of filing that he is the incumbent of a position that is under consideration or study for reclassification to the class for which the examination is being conducted.
7. When it can be documented that the reasons for failing to file timely are beyond the candidate's control and it is in the best interest of the District to augment the field of competition.

Actions of the Chief Human Resources Specialist, Selection Branch in regard to the acceptance of late applications may be appealed to the Personnel Commission within seven calendar days after notification is given or mailed to the applicant.

- E. When the Personnel Commission reclassifies a position to a higher class for which an eligibility list exists, it may authorized a special administration of the selection process for the higher class to the incumbent of that position. Such authorization shall not be made if the incumbent was unsuccessful in the selection process for the higher class within four months of the date of the Commission's reclassification action. The same tests of fitness and the same examination standards applied in the original examination shall be used in the special administration. If the incumbent is successful, his or her name shall be merged into the existing eligibility list in rank according to examination score, with seniority credit, if applicable, for service up to date applied to other eligibles in the original examination. Actions authorized pursuant to this paragraph shall not be construed as constituting a new examination or eligibility list.
- F. All interviews, including technical interviews, shall be electronically recorded by the Personnel Commission staff.
- G. Unless the Personnel Director, or his/her designee or the Personnel Commission waives the no-repeat rule for an examination for a specific classification or a particular examination administration, the Personnel Commission shall prohibit an applicant from repeating examinations for the same classification or repeating tests or test parts which are comprised of essentially the same questions or problems in an examination for the same or another class, until at least four calendar months have elapsed between
 1. the first comparable part of the two examinations, or
 2. the date of the first part of the previous examination in which the applicant was a candidate and the date of the subsequent opening of filing.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: April 27, 2005, page 4 or 5. Add: September 8, 2008, page 4 of 5.

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3. The same restrictions shall be uniformly applied to all applicants in the examination. However, an applicant who is barred from repeating the same test or test part of an examination for one class under the provisions of this paragraph shall be permitted to compete in the examination for another class, if the score most recently obtained in that test or test part being repeated is used in the later examination.
- H. For examinations that are administered more than one time in a calendar year, the Personnel Commission staff may refuse to examine an applicant for the same class more than once within any 12-month period, provided that the same restriction is uniformly applied in the examination for that class, and provided that the time period between the test parts in question does not exceed 12 months.
- I. Except for an executive or administrative class on the staff of the Personnel Commission, members of the Personnel Commission shall not participate directly or indirectly in any procedures related to the examining process.

CHANGE:

Rule amended to reflect reference Commission control of the selection process.

Remove: November 16, 1987, page 5 of 5. Add: March 27, 2002, page 5 of 5.

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