

## **RULE 6**

### **EMPLOYMENT AND PROMOTION**

#### **6.01 Purpose**

The purpose of Rule 6 is to provide standards for the recruitment, testing and ranking of applicants for positions in the classified service. These standards will be based upon professionally acceptable selection principles and, where applicable, will be administered in accordance with current labor agreements. (CSC 3/14/02) (CSC 12/15/15)

#### **6.02 Job Announcements**

Job announcements for vacancies in the classified service will be posted by the Human Resources Department. The Human Resources Department will prepare job announcements containing the job title, salary, description of job duties, requirements necessary to apply for the position, a description of the examination components, and the closing date for submitting applications if applicable. (CSC 8/27/87) (CSC 3/14/02) (CSC 12/15/15)

Open examinations will be posted for not less than five business days to insure reasonable notice to the general public in advance of opening for applications. All promotional examinations will be posted for a minimum of ten calendar days. Where appropriate, the Human Resources Department may recommend extending the closing date or setting an indefinite closing date for submitting applications. The Human Resources Department may cancel announcements of vacancies after posting. (CSC 7-14-88) (CSC 4/11/02) (CSC 12/15/15)

#### **6.03 Job Requirements**

Where not specified by law, the Human Resources Department, in cooperation with management, will determine job-related minimum qualifications for all jobs in the classified service. Similarly, the Human Resources Department may determine the establishment of additional job-related and position-specific requirements when necessary to ensure adequate job performance. These requirements may include, but are not necessarily limited to: educational achievements, licenses and certificates, medical and physical standards, and work experience including time in specific job classes in the City. In verifying whether or not applicants meet the specified requirements, the Human Resources Department may demand such evidence which it determines necessary. Persons failing to provide the job-related information may be excluded from the selection process and their applications may be considered invalid. (CSC 3/14/02) (CSC 12/15/15)

#### **6.04 Types of Examinations**

The Human Resources Department will work with applicable department representatives to determine the type of examination most appropriate for filling a given vacancy. In general, the Human Resources Department will recommend one of the following types of examinations: (CSC 3/14/02) (CSC 12/15/15)

- A. OPEN: All applicants (internal and external) who meet minimum qualifications may compete for open examinations. If the examination process involves several components, the number of candidates advancing from one component to another may be restricted to the most highly qualified person(s). (CSC 12/15/15)
- B. RESTRICTED: Current employees in the classified service who meet minimum qualifications may compete for restricted examinations. These examinations are restricted to either employees from the City or from the Park Board, and may be further restricted to employees working in specific departments. (CSC 3/14/02) (CSC 12/15/15)
- C. PROMOTIONAL: Current employees in the classified service who meet minimum qualifications may compete for promotional examinations. These examinations are restricted to either employees at the City or at the Park Board, and may be further restricted to specific occupational group(s), job classes, and/or specific departments within the City restricted to specific occupational group(s), job classes, and/or specific departments within the City. Promotional examinations must include seniority and performance evaluation components where allowed by law. (CSC 4/11/02) (CSC 12/15/15)

#### **6.05 Testing Components (CSC 12/15/15)**

The Human Resources Department in cooperation with management will develop job-related testing components for each examination. Tests may consist of one or more of the following components: written test, oral interview, rating of education, skills, and/or experience, practical/work sample, physical performance, or seniority. The number of candidates advancing to successive components in the examination may be restricted to the most highly qualified person. (CSC 3/14/02) (CSC 12/15/15)

#### **6.06 Fair and Objective Examinations**

In order to ensure that all examinations are administered and scored in a fair and objective manner, the Human Resources Department will develop procedures which meet the following criteria:

- A. Management and labor representatives will be notified of job announcements in accordance with current contracts or otherwise in a timely manner.
- B. Eligible applicants will be given reasonable advanced notice of the time and place of tests. Eligible applicants will also be notified of any cancellation or postponement of tests. (CSC 3/14/02)
- C. Scoring of written tests may be completed before the identity of candidates is known, except that clerical errors when discovered may be corrected and tests re-scored. (CSC 8/8/96)

- D. Specific test items may be deleted or more than one correct answer approved when, in the judgment of subject matter experts or other appropriate experts, such changes in the scoring are appropriate. These changes must occur prior to revealing the identity of the candidates. (CSC 3/14/02)
- E. No question in any test shall relate to age, ancestry, color, creed, disability, familial status, gender (including pregnancy), genetic information, marital status, national origin, race, religion, sexual orientation (including gender identity), status with regard to public assistance, and veteran's status (including Vietnam Era Veteran Status) or other protected class status or other non-merit factor. If any applicant inadvertently or otherwise discloses any of the above characteristics, the examiners shall disregard such information. (CSC 3/14/02)
- F. Appropriate professional measurement techniques and procedures shall be objectively and equally applied to all candidates in rating the results of tests.

#### **6.07 Minimum Examination Scores**

No person shall be placed on a list of eligible candidates who has achieved less than a passing score on the overall examination or whose score is less than the minimum prescribed for any component of an examination. The anticipated minimum passing score or the methodology used to determine those who pass shall be included on the job announcement. (CSC 4/11/02) (CSC 12/15/15)

#### **6.08 Veteran's Preference Points**

The Human Resources Department will establish procedures for adding points to the passing examination scores of eligible veterans in accordance with appropriate Minnesota Statutes. (CSC 12/15/15)

#### **6.09 Test Retaking**

The Human Resources Department will establish procedures and time periods which, when appropriate, allow for test retaking.

#### **6.10 Notifications to Applicants**

Applicants excluded from or disqualified from any portion of the examination process will be notified. Applicants approved for testing will receive appropriate notice. After successful completion of all parts of the examination process, candidates will be notified of their status. The Human Resources Department will establish procedures for notifying Veterans in accordance with the appropriate Minnesota Statutes. (CSC 3/14/02)

### **6.11 Review of Tests**

Upon written request to the Human Resources Department, general examination data shall be provided in accordance with the Minnesota Government Data Practices Act or other applicable Minnesota Statutes. (CSC 3/14/02) (CSC 12/15/15)

### **6.12 Disqualification**

Consistent with law, merit principles, and efficiency in the City service, the Human Resources Department may disqualify an applicant for employment. Moreover, the Human Resources Department may refuse to examine, refuse to certify, or remove from a list of eligible candidates any individual to whom one or more of the following criteria for disqualification apply: (CSC 3/14/02)

- A. Failure to meet minimum qualifications established for the position;
- B. Failure to achieve the minimum rating required on each component of the examination;
- C. Conviction of a crime, the nature of which is related to the duties of the job and could impair the safe, efficient, and effective operation of City services;
- D. Has been dismissed or has resigned in lieu of discharge from public service for cause;
- E. Has a record of employment that has been unsatisfactory in any position, public or private, for any cause, which could impair the safe, efficient, and effective operation of City service;
- F. Has knowingly made a false statement or has attempted to practice deception or fraud in the application or examination process. By knowingly making a false statement in an application or examination, an individual may forfeit all eligibility to any position in the classified service for three years, and, in the case of appointment to a position, the applicant may forfeit that appointment;
- G. A current employee who has been removed during probation from a position may not take an examination for that classification for at least twelve months from the date of removal; or, (CSC 11/21/95) (CSC 12/15/15)
- H. For any good and sufficient reason related to the candidates' ability to satisfactorily carry out the duties of the job and in the judgment of the Human Resources Department and Civil Service Commission, is undesirable as a public employee. (CSC 11/21/95)

### **6.13 Tie Ratings**

Whenever two or more candidates have the same score on the overall examination, a fair and equitable method based upon chance shall determine their relative standing on the list of eligible

candidates, except that veterans who tie with non-veterans shall receive priority in accordance with State Law. In the event that one or more of the tied candidates are current employees, their names shall be placed on the list of eligible candidates in order of their respective departmental seniority and in accordance with Veterans Preference provisions. (CSC 11/21/95)(CSC 3/14/02) (CSC 2/24/09) (CSC 12/15/15)

#### **6.14 Examiners**

The Human Resources Department will select examiners as it deems appropriate. It is the duty of every employee of the City to act as an examiner without special compensation. (CSC 3/14/02)