

**CHAPTER VII
EXAMINATION BULLETINS AND EMPLOYMENT APPLICATIONS**

7.01 Examination Bulletins

The Director shall announce and publicize examinations by appropriate means, including postings on job bulletin boards and pre-recorded job opportunities available by telephone. Examination bulletins for each position opening and special announcements, listing all available examinations, shall be distributed to departments, program offices and sites as well as other public school employers and external agencies (Education Code Section 45278).

Other means for publicizing examination announcements including, but not limited to, local newspapers, professional publications, periodicals, school districts and web sites shall be employed (Education Code Section 45278).

All examinations shall be announced for at least 15 calendar days prior to the last date for filing applications. Notice shall be given. The examination bulletin shall contain the following information:

- A. The official class title.
- B. The final filing date for submitting an application (unless examination is continuous).
- C. The number of vacancies to be filled (when such information is known).
- D. Salary information and other forms of compensation.
- E. The examination method for establishing the eligibility list:
 - Open
 - Open and Promotional
 - Promotional
 - Continuous
 - Dual Certification
 - Unranked
- F. Guidelines as to whom the field of competition is limited, if any. The Director shall be responsible for making this determination subject to these rules.
- G. Sufficient information about the duties and responsibilities of the class.
- H. The job knowledge, abilities and skills that may be tested in the examination, and the minimum experience, education or training requirements including any substitutions.
- I. Licenses, certificates and/or registrations required, if any.
- J. Special position requirements, if any.
- K. The anticipated parts of and weights of the examination. Examination parts and weights may be subject to change as deemed as necessary by the Director. Under no circumstances shall substantive changes be made unless candidates are given prior notice. When notice is by mail, four (4) days prior to the examination date or when telephoned, three (3) prior to the examination.
- L. Such other information will assist employees and the public in fully understanding the nature of the employment and procedures for participation in the examination.
- M. Other information as deemed appropriate.

7.02 Filing of Applications and Materials; Filing Deadlines

All applications for employment shall be made upon official application forms approved by the Personnel Commission must be filled out as therein directed and filed in Classified Personnel Services on or before the date specified in the examination bulletin. This rule shall not apply to applications filed for continuous examinations where applications may be filed on any working day.

Applicants filing for more than one examination must file a separate and complete application for each examination.

All applications and supporting materials are the confidential property of the County Office of Education and shall not be returned to the applicants.

7.03 Entrance Qualifications

Every applicant must meet the established minimum qualifications for the specific class, described in the examination announcement, and shall, in all respects, be mentally and physically competent to perform the essential functions and duties of the position (with or without reasonable accommodation) for which he/she applies (Education Code Section 45272).

7.04 Reasonable Accommodation

The Personnel Commission and its staff shall provide equal opportunities for persons with disabilities to participate in the application and examination processes, to assure full consideration for classified positions. Toward that end, the Director shall provide reasonable accommodation as required by state and federal law.

7.05 Who May Compete

- A. Persons, not disqualified by Rule 7.06, may compete for position openings in the Classified Service, except when the bulletin specifies that the examination is only open to county office employees or limited to a specific field of candidates.
- B. Classified employees of the County Office of Education, in regular or probationary status, satisfying the minimum qualifications, may compete for promotional position opening(s).
- C. Other County Office employees in positions requiring certification qualifications may compete for position openings in the classified service as promotional candidates, where applicable (Education Code Section 45281).
- D. Persons laid off shall have the right to participate in examinations, provided he/she meets the prescribed qualifications (Education Code Section 45298).
- E. Persons employed in lower class levels of any alternate class series shall be ineligible to compete through normal employment processes as promotional candidates for position opening(s) in the same alternate class series.

7.06 Reason(s) for Rejection or Disqualification

An applicant, competitor or eligible shall be disqualified, and an eligible shall be denied certification or appointment for any of the following reasons:

- A. Failure to meet the general qualifications of Rule 7.03.
- B. Knowingly becoming a member of the Communist party.
- C. Advocacy to overthrow the government of the United States or the State of California by force, violence or other unlawful means.
- D. Conviction or pleading guilty in court to a charge of moral turpitude, or sex offense or mistreatment of children.
- E. Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.
- F. Intentionally making a false statement as to any material fact or practicing any deception or fraud in securing examination certification or appointment.
- G. Drug addiction and/or continued use of intoxicating beverages to excess.

- H. Dismissal from a previous employment for cause if the cause would have subjected the applicant to dismissal by this County Office. Failure to report for duty after an assignment has been offered and accepted, failure to complete employment processing requirements in the time specified, or failure to give prior notice of the inability to appear for an employment interview which was mutually agreed upon.
- I. Failure, after due notice, to report promptly for review of any of the above bases for rejection.
- J. Willfully by himself/herself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his/her right of examination, application, or employment under these rules. (Education Code Section 45317).
- K. Willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined or certified under these rules, or to aid in so doing, or make any false representation concerning the same or the person examined (Education Code Section 45317).
- L. Willfully furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under these rules (Education Code Section 45317).
- M. An unsatisfactory service record with this County Office of Education or with the existing employer or any prior employer.

7.07 Appeal from Disqualification or Rejection; Administrative Review

A person whose application is disqualified or rejected for any of the reasons enumerated in Rule 7.06 shall be notified, in writing, by the Director. The notification shall include:

- A. The reason(s) for disqualification or rejection of his/her application for employment or promotion.
- B. Clarification to whether the disqualification or rejection precludes him/her from obtaining future employment, promotion or eligibility for any other examination(s) or position(s) at the County Office of Education.
- C. Notification of his/her right to appeal to the Director within five (5) working days, for administrative review and that failure to appeal shall make the disqualification or rejection final and conclusive.
- D. If the Director sustains disqualification or rejection; the applicant shall be given written notice, describing the reason(s) thereof. The applicant shall also be informed of his/her right to appeal, in writing, to the Personnel Commission within five (5) working days. Disqualification may be based on discrimination because of affiliations, political or religious acts or opinions, race, color, ancestry, gender, sexual orientation, marital status or medical condition.
- E. Upon receipt of an appeal, the Director shall schedule a hearing for the next regular meeting of the Personnel Commission. At which time, the Commission shall hear all of the evidence and render a final decision. The decision shall be transmitted, in writing, to all concerned.
- F. If disqualification or rejection is not sustained by the Director or from the Personnel Commission, the person shall be notified that his/her application has been accepted and he/she shall proceed to the next test part.