

ARTICLE II

APPLICANTS & APPLICATIONS

APPLICATIONS

Sec. 5. Application for admission to examinations conducted by the Civil Service Department shall be made on the forms furnished by the Commission. Applicants must submit separate application forms to take each announced examination. No filing fee will be required of any applicant. The application forms and any related attachments, proofs, and/or supplemental documents either required of, or voluntarily submitted by the applicant will be considered the property of the Civil Service Department and must be received during the periods established by the Civil Service Department. Filing periods shall be posted on the respective examination announcements. At his or her discretion, the Executive Director may extend an examination's filing period beyond its posted closing date and shall provide notice of such extension to all concerned parties. Each application form shall be signed by the applicant submitting it as an affirmation that all statements made in the application are true.

DISQUALIFICATION OF APPLICANTS

Sec. 6. The Commission may refuse to examine, or after an examination, may remove from any eligible list, disqualify, and/or refuse to certify any person who:

- (1) fails to submit a completed application and/or related supplemental documents to the Civil Service office on or before an examination announcement's established closing date;
- (2) does not meet the minimum requirements to file as stated in applicable examination announcements;
- (3) has made any false statement of material fact to the Commission, or its staff;
- (4) has practiced or has attempted to practice any deception or fraud in the application or examination process;
- (5) has failed the medical examination administered by the City Health Officer and either cannot be reasonably accommodated or is not entitled to reasonable accommodation because failure is not due to a disability;

- (6) has failed the background investigation administered by the Long Beach Police Department and/or by an appointing authority;
- (7) has been removed from a previous City eligible list for cause, or has been dismissed from City service for inefficiency or for other disciplinary reasons;
- (8) has failed to comply with or has otherwise ignored any instruction, direction, or request made or given by Commission staff either immediately prior to, during, or immediately subsequent to the administration of Civil Service examination processes;
- (9) has, after attaining a place on an eligible list, not responded to Civil Service Department inquiries regarding continued interest in City employment.

Rev. August 21, 2001

QUALIFICATIONS AND REQUIREMENTS

Sec. 7. The Commission shall establish and display job announcements, publish the qualifications and minimum requirements needed to compete in examinations for classified employment, notify employees in advance of any changes in such minimum requirements or qualifications prior to job announcement approval, and may limit participation in promotional examinations to employees who are serving or who have served for the time specified on the job announcement, in certain classifications, departments, bureaus or divisions of the City.

The Commission shall make every effort to provide promotional examinations for those City employees in classifications wherein the skills needed for advancement are easily acquired. In all matters regarding qualification or disqualification of applicants, the decision of the Commission shall be final.

Rev. July 20, 1993