ARTICLE III
EXAMINATIONS

NOTICE OF EXAMINATIONS

Sec. 10. Subject to the approval of the Commission, Civil Service examination announcements shall be posted publicly for a minimum of seven days. Examination announcements shall contain information regarding the duties of and the minimum qualifications needed to perform the job, general information, including salary, and when and where to file applications. In addition to the above, announcements of promotional examinations shall also indicate the Civil Service Rules by which seniority points will be determined, the classifications eligible for participation, and shall be forwarded to all City Departments for posting in areas where eligible employees pass in their normal course of employment.

EXAMINATION INFORMATION

Sec. 11. Information or advice regarding the actual problems and/or questions contained in Civil Service examinations shall not be given to applicants. However, general study manuals, and/or book lists authorized by the Executive Director, may be distributed to applicants, if the distribution is a part of the stated examination procedure.

CONDUCT OF EXAMINATIONS

Sec. 12. All Civil Service examinations and/or other employee selection procedures shall be administered fairly, objectively, and equitably pursuant to established Commission policy and procedures.

GRADING OF EXAMINATIONS

Sec. 13. The passing grade in examinations shall be 70 or above. Any applicant whose score in any examination part or section is less than the minimum level established by the Commission and these Rules shall be disqualified and prohibited from further participation in the examination process or placement on the eligible list. Each applicant’s final score on an examination shall be used to determine placement in the rank or band order of applicants on an eligible list, except as indicated below:

(1) where preference is given to veterans as provided by Section 1105 of the City Charter;
(2) in promotional examinations where seniority credits are made a part of the final grade;
(3) in non-competitive examinations where strict ranking of applicants is not required pursuant to Commission policy and procedures.