

5.1 PRE-CERTIFICATION PROCESS

A. General Provisions

1. All applicants will be evaluated and scores combined using one or any combination of the following examinations, as defined in the announcement:
 - Oral board interview;
 - Written examination;
 - Performance test; and/or
 - Training and experience.
2. All examinations, evaluations, ratings and other selection processes or items shall be rated impartially.
3. In no case shall admittance to the examination process constitute assurance of a passing rating on any aspect of the examination process.
4. All preference points shall be applied during the pre-certification process.

B. Content and Nature of Examinations

1. Examinations used in the process shall be job-related.
2. Examinations shall be conducted in locations that are accessible to the general public; reasonable accommodation will be afforded to applicants with disabilities.
3. When an oral board examination is used, the process shall be conducted, and applicants rated, by a panel of two (2) or more qualified, impartial individuals, as determined by the Appointing Authority. Panel members shall not include any individual potentially subordinate to the applicant being interviewed. An EEO representative shall be appointed by the Appointing Authority to monitor each oral board examination and immediately report observable violations of rules, policies or statutory compliance to Human Resources.
4. When technical expertise is deemed necessary, as determined by Human Resources and/or the Appointing Authority, subject matter experts may be utilized in the assessment process.

5.1 C. Evaluating Results and Rating Examinations

1. Human Resources shall utilize professionally accepted principles and methods to ensure that examinations meet acceptable standards of validity and reliability.
2. Human Resources shall determine the minimum rating which must be attained by an applicant in order for the applicant to compete in the next phase of the selection process.
3. The minimum passing score will be given to a laid off employee applying for a position in his/her current classification where minimum qualifications are determined by testing. The employee may take the test to receive a higher test score, but in no event shall he/she be given less than a passing score. The employee will be required to take and pass the examination when applying for a position in a classification other than that from which he/she was laid off.
4. Clerical test scores will remain valid for a period of one year. County employees may retake clerical examinations prior to the expiration of their test scores at a time and date scheduled by the Human Resources Department. Employees retaking clerical examinations are subject to the provisions of 5.1 D.1 below.
5. Human Resources may limit the number of applicants accepted to an examination.

D. Retaking Examinations and Test Security

1. Unless otherwise provided in these Rules, a written test shall not be retaken by an applicant for a period of ninety (90) days from the date of the last examination. In each case of a repeated test, the most recent test score achieved shall be used to determine the eligibility of the applicant.
2. Human Resources shall take precautions as necessary to safeguard the security and confidentiality of examination materials.

5.2 PREFERENCE POINTS

Veteran's preference shall be granted in compliance with federal law and state statute. Disability preference shall be granted in accordance with state law. Native American preference shall be granted in compliance with the Board of Supervisors' Native American Employment Policy. Preference points will be awarded during the pre-certification process for applicants who have received a passing score on an employment application. Preference points allow eligible applicants additional opportunity to be interviewed or otherwise reviewed by the hiring department for an initial appointment and shall not ordinarily be used to displace otherwise qualified candidates.

- A. Veteran: Veterans meeting the statutory requirements shall be awarded five (5) preference points.
- B. Spouse or Surviving Spouse: The spouse or surviving spouse of a veteran who meets the statutory requirements shall be awarded five (5) preference points.
- C. Disabled Applicants: Five (5) preference points shall be awarded to disabled applicants if the applicant has substantiated the disability by completing a Pima County Disclosure Form and submitting it with the application.
- D. Disabled Veterans: A total of ten (10) preference points shall be awarded to disabled veterans who meet the statutory requirements and submit the required documentation.
- E. Native Americans: Five (5) preference points shall be awarded to Native Americans who meet the membership requirements of an established tribe and submit the required documentation to show they are recognized as members of that tribe. Native American preference points shall be awarded in addition to veteran's and/or disability preference points.

5.3 INSPECTION OF WRITTEN TESTS

- A. An applicant may compare his/her answer sheet for any written test with the scoring key for the purpose of determining whether the answers were accurately scored. Such inspection shall be under supervision of a Human Resources staff member or authorized representative, with security procedures and at such location as determined by Human Resources.
- B. Any applicant who reviews his/her answer sheet with a score key must wait ninety (90) days from the date of review before retaking a written test where the same test materials are being used.

5.4 FINAL SELECTION EXAMINATIONS

- A. Departments shall conduct interviews and may conduct other examinations for the purpose of making final selection decisions from among identified/certified applicants. Such examinations shall be job-related and conducted in accordance with the job announcement and the recruitment plan.
- B. All identified/certified applicants shall be offered an opportunity to participate in the departmental selection process.

5.5 RETENTION OF EXAMINATION RECORDS

The department shall keep files of applicants examined, including dates, scores, rankings and other documentation pertaining to the results of the selection process, as required by law.