

## **RULE 4 - ANNOUNCEMENTS AND ASSESSMENTS**

### **4.01 JOB ANNOUNCEMENTS**

- A. Content: The public announcement of recruitments shall specify:
  - 1. Title of the position(s).
  - 2. Pay information.
  - 3. Essential job tasks (or where this information may be obtained).
  - 4. Position qualifications.
  - 5. Final date for receipt of applications (or statement of continuous recruitment).
  - 6. Selection procedure(s).
  - 7. How and where to apply.
- B. Distribution and Duration: Job announcements for recruitments shall be by public notice for no less than five calendar days or on a continuous basis. Every reasonable effort shall be made to recruit qualified persons. Recruitment information may be distributed to District departments, state employment service offices, news media, educational institutions, and such other individuals and organizations as the Director may deem appropriate. Announcements for internal recruitments will be distributed to District departments, and all reasonable efforts will be made to communicate with District employees concerning internal opportunities.

### **4.02 APPLICATIONS**

- A. Official Forms: All applications shall be on the forms prescribed by the Director.
- B. Filing Applications:
  - 1. Applications must be filed as designated in the announcement on or before the recruitment closing date specified in the announcement. Applications submitted in response to a continuous recruitment may be accepted at any time and assessments held as the Director deems necessary and desirable for staffing the District service.
  - 2. Applicants will be required to furnish evidence of proof of citizenship or authority to work in the United States and evidence of identity pursuant to the Immigration Reform Act of 1986 at the time of hire.
  - 3. On behalf of the appointing authority, the Director may require applicants to furnish references, evidence of education, or other qualifications as may be deemed necessary according to the job requirements. Such evidence shall be furnished by the applicants at their own expense.
- C. Qualifications: Applicants who meet the minimum age requirement of any applicable Arizona Revised Statute, the qualifications designated on the job announcement, and the provisions of the Resolution and these Rules are eligible to compete for announced positions. All applicants must possess the necessary qualifications to successfully perform the essential job tasks of the position. Admittance to an assessment process shall not constitute assurance of a passing rating.
- D. Temporary Waiving of Educational Requirements: If an appointing authority so authorizes, a job announcement may provide that applicants who do not meet minimum educational requirements for the position, but who will meet these

requirements as a result of the completion of further scheduled education for the current school term, may be allowed to compete. Successful applicants participating in an assessment process under this provision shall have their names entered on the register in the same manner as other successful applicants, and their names may be certified to the appointing authority. If appointed, they must furnish the appointing authority acceptable evidence of their qualifications before the effective date of the appointment. Failure to complete the required educational work will cause the removal of applicants' names from the register or the cancellation of their appointments.

- E. Disqualification of Applicants: The Director may (1) refuse to evaluate applicants; (2) after evaluation may disqualify such applicants; (3) remove their names from the register; (4) refuse to certify eligibles from registers; or (5) may consult with the appointing authority in taking steps to remove persons already appointed, if it is found that applicants:
1. Do not meet any one of the preliminary requirements established for the position;
  2. Are addicted to the use of narcotics or the habitual use of intoxicants; or
  3. Have made a false statement of material fact in the application; or
  4. Have used or attempted to use political pressure or bribery to secure an advantage in the assessment process or in the appointment to a position in the District service; or
  5. Have directly or indirectly obtained information regarding confidential assessment materials to which, as applicants, they were not entitled; or
  6. Have failed to submit an application correctly or within the prescribed time limits; or
  7. Have taken part in the compilation, administration, or scoring of the assessment process for which they are applicants; or
  8. Have previously been dismissed from a position in the District service for cause; or
  9. Have been convicted of a felony that is reasonably related to the function of the vacant position; or
  10. Have been convicted of any crime involving the use of narcotic or habit-forming drugs; or
  11. Are charged with or under indictment for any crime which upon conviction would cause denial of eligibility under this Rule; or
  12. Otherwise have willfully violated the provision of the Resolution or these Rules.

#### **4.03 NATURE OF ASSESSMENTS**

- A. Content and Nature: Assessments shall be job-related, practical in nature, and constructed or designed to evaluate the applicant's knowledge, skills and/or abilities to perform the duties usually assigned to the position for which the applicant is being assessed. Such assessments may include, but are not limited to, the following:
1. Written.

2. Oral Board.
  3. Demonstration or performance.
  4. Evaluation of experience, educational background, and skills.
  5. Other objective and job-related methods of assessment.
- B. Objectivity of Ratings: All examinations, evaluations, ratings, and other assessment instruments shall be rated impartially and as objectively as possible.
- C. Conduct of Assessments: Applicants shall be required to meet the position qualifications and assessment standards in effect at the time of application. Assessments shall be conducted either on a qualifying or competitive basis as appropriate. At the discretion of the Director, assessments may be conducted in as many places in the District as necessary. When practical and necessary, the Director may designate proctors, administrators, and/or assessors from other District departments to conduct assessments under procedures prescribed by the Director.
- D. Oral Board Examinations. When an oral board examination is used as part or all of the assessment process, the oral board shall be conducted and a proposed rating made by a panel of two or more qualified individuals approved by the Director. Any member of an oral board panel who is related to a candidate being examined, or who has a conflict of interest with the candidate, shall request disqualification as a panel member for that candidate's examination.

#### **4.04 EVALUATING ASSESSMENT RESULTS**

In any assessment process, the minimum rating or standing through which eligibility on a register may be earned shall be determined by the Director. Such final rating may be based upon a weighted average of the various parts of the assessment process.

#### **4.05 NOTICE OF ASSESSMENT RESULTS**

Candidates shall receive written or oral notification of assessment results unless otherwise specified in the job announcement.

#### **4.06 RETAKING ASSESSMENTS**

- A. Performance examinations or tests of skills may be retaken or repeated within reasonable limits of scheduling.
- B. Written tests may not be retaken for a period of 90 calendar days from the date of the examination. In each case of a repeated written test, the most recent test score achieved shall be used to place the eligible's name on the register.

#### **4.07 INSPECTION OF ANSWER SHEET FOR WRITTEN EXAM**

- A. A candidate may compare his answer sheet for any written examination with the scoring key for the purpose of determining whether his answers have been accurately scored at such location and with such security procedures as may be designated by the Director. A candidate must request inspection in writing to the Director within 30 days of the written exam administration. When inspection is approved by the Director, such inspection shall be under the supervision of a Human Resources Department staff member or other authorized representative.

Answer sheets for copyrighted or standardized examinations may be excluded by the Director from such inspection. Candidates who review their examination papers with a scoring key must wait 90 calendar days from that time before retaking a written examination where the same test materials are to be used.

- B. Only a candidate or the candidate's representative with the candidate's written authorization, may inspect a candidate's answer sheet.

#### **4.08 ADMINISTRATIVE REVIEW**

Upon written request stating the basis for the request, the Director shall review the accuracy of the determination of an individual's competitive screening or disqualification, assessment of education and experience, or oral board rating. Such requests must be received within 30 calendar days of the individual's notification of evaluation results.

#### **4.09 ADJUSTMENT OF ERRORS**

A scoring error will be corrected if brought to the attention of the Director within 30 days of issuance of an assessment rating to an individual. Such action shall not invalidate any certification list already prepared.

#### **4.10 SPECIAL ASSESSMENTS**

Except in the case of an error affecting an individual or in order to provide a reasonable accommodation under the Americans with Disabilities Act, no individual shall be assessed in any manner not afforded to other individuals.

#### **4.11 ASSESSMENT RECORDS**

The Director shall be responsible for the maintenance of all records pertinent to assessment and selection programs. Applications and other records shall be kept during the life of the register or as long as may be required by law.

#### **4.12 PREFERENCE POINTS**

An individual who is not a current employee and attains a passing score on an assessment process, may have preference points added to the final rating on the assessment process in keeping with ARS § 38-492.