

Examinations

Policy It is the policy of the DGS to administer examinations in accordance with the laws and rules of the State Personnel Board (SPB) and statutory authority for all civil service examinations. DGS will not test or allow certification or appointment of employees who have already transferred into the classification on a list appointment, and who have permanent status (passed probation) for which an examination is being administered.

Definition An examination is the act of giving students or candidates a test (as by questions) to determine what they know or have learned.

Government Code (GC) section 18930 and 18547 Examinations for the establishment of eligible lists shall be competitive and of such character as fairly to test and determine the qualifications, fitness, and ability of competitors actually to perform the duties of the class or position for which they seek appointment.

Examinations for managerial positions, except for career executive assignments as defined in Section 18547, shall be held on an open basis unless the appointing authority determines otherwise. "Managerial position" means those positions having the duties which are defined under "managerial employees" in subdivision (e) of Section 3513. When an open examination is administered for a non-career executive assignment managerial position, the names of the applicants who pass the examination with a passing score shall be placed on one list and ranked in the relative order of the examination score received.

Examinations may be assembled or unassembled, written or oral, or in the form of a demonstration of skill, or any combination of these; and any investigation of character, personality, education, and experience and any tests of intelligence, capacity, technical knowledge, manual skill, or physical fitness which the California Department of Human Resources (CalHR) deems are appropriate, may be employed.

Government code (GC) section 18935(b) Government Code (GC) section 18935 authorizes the CalHR "to refuse to examine, or after examination, refuse to declare as an eligible or withhold or withdraw from certification, prior to appointment," in some cases as defined under subsections (a) through (o).

If the situation above occurs, the Exams Unit will notify the applicant in writing of his/her disqualification from the examination.

Continued on next page

Examinations, Continued

DGS Exams Unit The CalHR has delegated the administration of examinations to DGS' Exams Unit. The Exams Unit staff are responsible for:

- Yearly examination plan (including online exams)
- Job analyses
- Examination construction
- Examination announcements
- Application review
- Examination administration
- Examination scoring and ranking
- Releasing examination result letters and employment lists
- Establishment of certification lists

Note: CEA examinations require prior approval from the Director.

Classification and Pay (C&P) Analyst role

The C&P Analyst may be asked by the Exams Unit to:

- Provide an essential functions duty statement and/or key position duty (KPD) statement.
- Provide an approximate number of competitors.
- Provide any other background information regarding a specific classification.
- Alert the Exams Analyst to the need for an examination.
- Notify the Exams Analyst of pending Temporary Authorization Utilization (TAU) appointments, which require an examination to be given within nine months of appointment.
- Chair an examination, if trained
- Verify out-of-class experience for examination purposes only (SPB Rule 212)

Continued on next page

Examinations, Continued

Time off for examination

Pursuant to GC 19991 and upon the employee giving his/her immediate supervisor/manager two working days notice, shall be allowed a reasonable amount of time to participate in an interview (examination or hiring) without deduction of pay or leave credits, if the interview is scheduled during working hours.

The table below depicts the allowances/restrictions applicable to various situations; however, refer to the appropriate Memorandum of Understanding (MOU) for specific language.

Examples: Refer to appropriate MOU for specific language.

Exams	On a list*	Transfers	Other
<ul style="list-style-type: none"> Employee is granted State time to take exam with proof of length of exam Leave credits must be used for travel time with sup/mgr approval 	<ul style="list-style-type: none"> Up to 2 hrs State time including travel time; if more time is required, employee must use leave credits with sup/mgr approval unless employee can show evidence of length of interview 	<ul style="list-style-type: none"> Up to 2 hrs State time including travel time; if more time is required, employee must use leave credits with sup/mgr approval unless employee can show evidence of length of interview 	<ul style="list-style-type: none"> Out-of-class or stipulation placement is at discretion of sup/mgr to use State time (up to 2 hrs including travel time) Leave credits must be used for travel time and/or interview time if no sup/mgr approved
<p>*Lists include: open, promotional, State Restrictions of Appointment (SROA)/surplus, re-employment, Department Restrictions of Appointment (DROA)</p>			

Continued on next page

Examinations, Continued

Resources The table below depicts the various resources available regarding examinations.

Resource	Section
Law and Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258ccc38ebd5c0c9 http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=ExpandTree&AP=11CF57861D48D11DEBC02831C6D6C108E&ItemKey=11CF57861D48D11DEBC02831C6D6C108E&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL13.01&VR=2.0&SPa=CCR-1000&pbcc=DA010192&fragment#11CF57861D48D11DEBC02831C6D6C108E	GC 18930-18993, 19991 SPB Rule 250, 212, 211, 435
Memo of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Refer to applicable MOU
Responsible Control Agency and Program	SPB, CalHR
Other:	
Upcoming exams http://www.jobs.ca.gov/ http://www.dgs.ca.gov/ohr/Home/ExaminationsandJobOpportunities.aspx DGS Personnel Operations Manual (POM) section http://www.dgs.ca.gov/ohr/Resources/PersonnelOperationsManualPOM.aspx	Section: "Interviews, Time Off For"