

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: DEPARTMENT TESTING PROHIBITED	Date June 30,
Section: RECRUITMENT & EXAMINATION	Issued: 1994
Number: IV.18.	Date July 17,
	Revised: 2012

PURPOSE:

To provide appropriate examinations of applicants for Santa Cruz County positions under the Civil Service Commission Rules and federal and state laws.

LEGAL BASIS:

County Code Section 3.28.020
Civil Service Commission Rules, Section V. A. and F.
Title VII of the Civil Rights Act 1964
Age Discrimination in Employment Act
Americans with Disabilities Act, as Amended
CA Fair Employment and Housing Act

Other References: PAM V.4.V – Reference Checks

POLICY:

- I. The Civil Service Commission has sole jurisdiction of testing including any form of test to determine the skills, knowledge and abilities possessed by individual applicants to meet the minimum qualifications described in the class specification.
- II. Applicant testing is conducted by the Personnel Department under delegation of the Civil Service Commission; or a decentralized Personnel Office. This shall be under an agreement with the Personnel Department for decentralized delegated authority of recruitment and examination for job classes unique to those agencies. All other testing by departments is prohibited.
- III. Examination content is based upon the required knowledge, skills and abilities. Validity review can only be conducted by the Personnel Department. The Personnel Department works with the department(s) to assure that tests are given that allow the applicants to demonstrate that they possess the minimum qualifications to perform the duties and responsibilities of positions within the class. Developed tests are designed to rank the applicants according to the level of skills, knowledge and abilities they possess.

- IV. The departmental selection process which is conducted after certification of eligible candidates by the Personnel Department is considered a management right and is not under the jurisdiction of the Civil Service Commission (County Code Section 3.28.020). Candidates referred to the department are certified by the Personnel Department, under Civil Service Rules, to possess the minimum qualifications and are ranked according to their performance on tests administered by the Personnel Department.
- V. The departmental selection process shall be limited to a selection interview and reference checking and shall not include testing of any kind.
 - A. Selection Interview: A non-quantified interview that can be a set of standard questions asked of all candidates, but can not be scored to rank candidates. Information obtained in the interview shall be verified through a reference check.
 - B. Reference Checks: See PAM Section V.4.C.