

RULE 4

APPLICATIONS FOR EMPLOYMENT

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RULE 4 - APPLICATIONS FOR EMPLOYMENT

4.1 Examinations:

Appointments, promotions and other personnel actions requiring the application of the merit principle shall be based on systematic job-related tests and/or evaluations.

4.2 Examination Types:

There shall be three (3) general types of examinations:

Open Competitive

Promotional

Non-Competitive

4.3 Open Competitive Examinations:

- A. Character of Examination: The Civil Service Board and/or the office of Employee Services of the Department of Human Resources may use any combination of selection techniques as follows:

Written examination shall include a written demonstration of each competitor's job-related knowledge and skill in the field for which the test is being held and which may include job-related tests of skills and ability, the use of English and mathematics, general educational attainments or other bona fide job-related occupational qualifications.

Oral interview may be used in lieu of or to supplement the written examination or to obtain information regarding the job-related abilities of the competitors that are not readily obtained in a written examination. Such oral interviews may include, but not be limited to, tests or demonstrations of job-related skills or job-related fitness for the position, such as the ability to get along with people, and other job-related qualifications.

Performance tests may include such tests of performance as necessary to determine the job-related ability and manual skills of each competitor to perform the work involved. Such tests may be either competitive or qualifying.

Rating of job-related education may be based upon information in the application form or such other data as may be secured through the interview or from other sources and shall be subject to investigation as to information provided by verification at the discretion of the City.

- B. Scoring: The Civil Service Board, the Chief of Police and/or the Director of Employee Services of the Department of Human Resources shall determine a final score for each competitor's examination, computed in accordance with the value for the several parts as established and set forth in the announcement. The failure in any part of an examination shall disqualify the competitor in the entire examination. All applicants for the same position shall be accorded equal treatment in all phases of the examination procedure.

4.4 Notice of Examination:

The office of Employee Services of the Department of Human Resources shall give public notice of entrance examination into City employment for both the Civil Service and General Personnel System. Such notices shall be given by publication at such times as deemed necessary.

Such notices shall be given appropriate circulation. Copies may be posted in other public buildings or distributed among public officials and other individuals or organizations at the discretion of the Director of Employee Services of the Department of Human Resources.

Further notice of examination may be given in any recognized news media including, but not limited to, radio, television, magazines, periodicals, general or special circulation area newspaper(s) as may be required to secure a wide variety of qualified applicants.

Public notices shall specify the title of the classification, the minimum qualifications required, the compensation of the positions, or any other pertinent information such as the closing date, location and manner of filing applications, and the location and date of examination, if applicable.

4.5 Eligibility:

To be considered eligible to compete in an examination, an applicant must meet the class specification requirements as set forth in the public announcement, and complete and file the application form as prescribed on or before the identified closing date.

The office of Employee Services of the Department of Human Resources shall determine if applicants meet the minimum job requirements to take an examination and shall notify applicants of their eligibility by exception. Only those applicants who fail to meet the minimum qualifications will be notified of their ineligibility. All other candidates will be processed for further consideration.

4.6 Disqualification of Applicants:

The Civil Service Board and/or the office of Employee Services of the Department Human Resources may refuse to examine an applicant or, after examination, may disqualify an applicant, or may remove his or her name from any eligibility list, or may refuse to certify an eligible applicant to a list, if the applicant:

- A. Is found to lack any of the preliminary requirements established for the entrance positions;
- B. After reasonable accommodation and consideration of bona fide occupational requirement is so physically disabled as to be unable to perform the job-related duties of the position applied for by the applicant;
- C. Is addicted to the use of narcotics or the habitual use of intoxicating liquors;
- D. Has within recent years been convicted of a criminal offense, which is reasonably related to the job duties involved, or has committed any other violation of law which might either bring discredit to the City or affect the performance of any duty which would be required of the applicant;

- E. Has been dismissed from any public service (Military, Federal, State, County, Municipal) for delinquency, misconduct or other similar cause where the reasons for dismissal are reasonably related to the job duties involved;
- F. Has used or attempted to use political pressure or bribery to secure any advantage in examination or appointment;
- G. Has made false statement of material fact in his or her application;
- H. Has directly or indirectly obtained information regarding the examination to which, as an applicant, he or she is not entitled;
- I. Has taken part in the administration or correction of the examination;
- J. Has violated any of the provisions of these Rules and Regulations;
- K. Has been certified on the same eligibility list more than two (2) times;
- L. Is lacking in any other basic job requirements and/or performance-related qualifications. A disqualified applicant shall be promptly notified and given the reason or reasons for such disqualification, refusal or removal. The applicant shall have up to seven (7) calendar days from the date of notification to present an appeal in writing to the office of Employee Services of the Department of Human Resources for review.

4.7 Conduct of Examination:

The Civil Service Board and/or the office of Employee Services of the Department of Human Resources shall make all reasonable efforts to preserve the anonymity of candidates in conformance with relevant law.

When an eligibility list is established, each candidate shall be notified of his or her relative place on the eligibility list or of his or her failure to attain a place on the eligibility list and may contact the office of Employee Service of the Department of Human Resources to identify their relative place on the eligibility list.

If the Civil Service Board and/or the office of Employee Services of the Department of Human Resources finds that the conditions under which an examination was held were not such as to be equally fair to all candidates, they may order that the completed examination, or any part thereof, be canceled and that a new examination be held.

The candidate with the highest final earned rating shall rank first and the other candidates shall be ranked in the order of the relative earned rating attained.

Whenever two or more candidates have equal final earned ratings, their names shall be listed on employment eligibility lists in the order that their applications for employment were received by the office of Employee Services of the Department of Human Resources.

In connection with promotional examinations, candidates with equal ratings shall be placed on the promotional eligibility lists in order of their dates of employment with preference given to those with the longest continuous service record.

A manifest error in any examination, if called to the attention of the office of Employee Services of the Department of Human Resources within seven (7) calendar days after the completion of the eligibility list shall be corrected and the candidate affected shall be notified.

The Civil Service Board and/or the office of Employee Services of the Department of Human Resources may establish a revised list of eligible applicants, if applicable. The names of new eligible applicants will be placed on the eligible list in rank order. The ranking will be determined by the rating earned by the eligible applicants.

4.8 Review of Examination:

Any examinee shall be permitted to review his or her test papers and the score assigned thereto under the following conditions:

All phases of the examination must have been completed and the eligibility lists established.

Written request from an examinee for such review must be received by the Director of Employee Services of the Department of Human Resources within seven (7) calendar days after notification.

Such review shall be permitted only in the Department of Human Resources or the office of Employee Services of the Department of Human Resources during normal business hours. The Director of Human Resources shall safeguard all official applicant records in accordance with relevant ordinances and statutes.

4.9 Appeal From Results of Examination:

When an applicant questions the validity of the basis for his or her rejection or the accuracy of the score for any phase or phases of an examination, the following procedure shall apply:

Within seven (7) calendar days after review of an examination, as provided above, an applicant may appeal the result of that examination to the Civil Service Board or the General Personnel Board, as applicable.

The appeal must be in writing and shall include a detailed statement of the item(s) of the examination related to the exception.

The office of Employee Services of the Department of Human Resources shall present the appeal to the respective Board at its next regular meeting for review and recommendation.

Any error found shall be corrected, and appropriate action as determined by the Director of Employee Services of the Department of Human Resources shall be initiated.

4.10 Promotional Examination:

A promotional examination shall be conducted in the same manner as open competitive examination and under the same general requirements as to selection techniques, subject to the following additional requirements:

A person is eligible for promotional examination if he or she satisfies all of the announced requirements prior to the closing date provided in the official announcement of the examination.

Such person must hold permanent status in the Service.

Such person must meet the minimum requirements established for the examination.

His or her current service merit rating must be satisfactory or better.

Notices of promotional competitive examinations shall be circulated in all departments of eligible applicants.

4.11 Non-Competitive:

When the Director of Human Resources or his or her designee finds that there are not enough applicants in the General Personnel System to justify a formal test, he or she may recommend to the City Manager or the City Auditor and Clerk, for their respective employees that, in the particular case, the selection for an eligibility list for the position(s) vacant will be non-competitive and based upon qualifications, experience, training, interviews and reference checks of eligible applicants.

Upon approval, the Director of Human Resources shall proceed to make the selection for an eligibility list for consideration by the Department Head.

4.12 Police Department Applications, Qualifications and Examinations:

A. Applications:

- (1) Applications for examination for appointment into the Civil Service of the City shall be furnished by the office of Employee Services of the Department of Human Resources of the City of Sarasota.
- (2) Applications when filed must be accompanied by certificates or such other evidence as to citizenship, health, previous employment, training, fitness and such other information as may be required to determine the applicants' merit and for the Civil Service.
- (3) The office of Employee Services of the Department of Human Resources, upon request of the Board, will present all requested findings of examinations to the Board for evaluation.
- (4) The Board will establish the day each month for reviewing all material pertaining to prospective eligible applicants.
- (5) The Board will establish a revised list of eligible applicants at each monthly meeting:
 - a. Names and positions of new eligible applicants will be placed in the appropriate sequence as determined by the average of the numerical ratings of graded examinations and tests.
 - b. Eligible applicants whose scores are identical will be placed on the eligible list based on the date of the earliest application.

B. Entrance Qualifications:

- (1) All applicants must meet the minimum entrance qualifications specified in the related class or grade specifications. In addition, applicants must meet the following requirements:

- a. Police applicants must be citizens of the United States.
- b. Applicants must be a high school graduate or possess a G.E.D.equivalent as designated by the Civil Service Board.
- c. Applicants with military service in the Armed Forces of the United States must have earned an Honorable Discharge.
- d. Vision (both eyes with vision as shown below):

Police

Farsighted – Uncorrected	20/100
Corrected	20/30
Nearsighted - Uncorrected	20/100
Corrected	20/30

C. Types of Examinations:

(1) Original Entrance:

Examination for original entrance into the Civil Service shall be held to secure qualified persons to fill vacancies or to anticipate the needs of the Civil Service.

(2) Promotional:

Promotional examinations for eligible employees shall be held to fill Civil Service vacancies of the City. Notices of competitive promotional examinations shall be given by conspicuous posting of bulletins in the offices of the departments whose employees are eligible to compete for not less than one (1) week prior to such examination. The Board, with the assistance of the Chief of Police shall determine the factors to be considered in each promotional examination. Among others, such factors as efficiency, physical capability, merit, fitness and industry shall be considered and the weight given each factor shall be established by the Board.

D. Scope of Examination:

Examinations may consist of job-related written and oral tests, investigation of training and experience, job-related tests of knowledge, manual skill and physical fitness or any combination thereof. No credit shall be allowed for service rendered under a temporary or emergency appointment. With the approval of the Board, examinations may be non-competitive for positions which require peculiar and exceptional qualifications of a scientific, managerial, professional or educational character, or in case the character of the work or the conditions of employment or compensation make it impracticable to secure through competitive assembled tests a sufficient number of qualified eligible applicants to meet the needs of the service.

E. Procedures for Examinations:

The Civil Service Board shall be responsible for the conduct of all Civil Service promotional (Police) examinations. The Board shall consult, when necessary, with the Chief of Police

concerning the qualifications required for their departments. Such examinations shall be free from the influence and participation in any manner of the Chief of Police.

- (1) No person shall be admitted to an examination whose application therefore has not been presented and accepted in accordance with these Rules and Regulations.
- (2) Identification of persons taking competitive written examinations shall be concealed through the use of identification numbers instead of names on all test papers; and said identification numbers shall be recorded on cards or separate sheets of paper, enclosed in an envelope and sealed on the day of examination; and the identity of each candidate shall remain concealed until all the test papers of all candidates have been rated. In case such test papers bear the name or any other identifying mark other than that assigned by the identification card, the test shall be rejected and the applicant so notified.
- (3) The Board shall see that proper precautions are taken to prevent any unauthorized person from seeing in advance questions or any other material to be used in any test, unless such question or other material is available for all applicants. They shall also take action to prevent the identification by other examiners, if there be any, prior to the completion of the rating of the work of all examinees, of any examinee's work in all tests requiring the concealment of identity.
- (4) When any examinee is found using any forbidden, unfair or extraneous sources of information, books, pamphlets, memoranda or notes to assist him in answering the questions or doing the assigned work, the Chief Examiner shall take such material from the examinee and shall make a written statement of the circumstances to be submitted along with the test papers or other work of the examinee to the Board which shall take such action as it considers the circumstances warrant and may disqualify the examinee.
- (5) Whenever, in the opinion of the Board, the conditions under which any test or portion of test has been conducted were not such as to be fair to the examinees, they may order that such test or portion of tests be re-administered.

F. Results of Examinations:

- (1) In all examinations, the minimum grade or rating through which eligibility may be earned shall be determined by the Board with the assistance of the Chief of Police. Such final grade shall take into consideration all factors of the examination, including where the Board considers it appropriate, credits for training, experience, past service with the City and other qualifying factors as shown in the application of the person examined by oral examinations or by other verified information. The failure in one part of an examination may be grounds for the Board to declare the applicant as failing in the entire examination or as disqualifying him or her for subsequent parts of the examination.
- (2) As soon as the final ratings of an examination for promotion have been completed, an eligibility list shall be established showing the relative position of the examinees. Such list shall be signed by the Director of Employee Services of the Department of Human Resources and sent to the Chief of Police who shall cause the list to be posted in the department where it shall be available to each examinee. Test papers and such marking thereon of each person examined shall be available and open to his or her own personal inspection for thirty (30) days after the date of examination in the office of Employee Services of the Human Resources

Department of the City during business hours at any time such inspection will not interfere with the work in the service. If a manifest error in the marking of any examination is called to the attention of the Board within thirty (30) days after the posting of an eligible list resulting from such examination, such error shall be corrected, provided that any appointment or certification made within ten (10) days shall not be invalidated by any such correction.

G. Maintenance of Test Records of Examinees:

- (1) Test papers and other work of examinees whose names appear on the eligible list resulting from an examination shall be maintained for the term of said eligible list, and term of said eligible list is hereby fixed at one (1) year from date of examination, unless determined otherwise by the Civil Service Board, the Director of Human Resources or the Director of Employee Services.
- (2) The applications, examination papers and other work of examinees who receive ratings less than the minimum required in any test or group of tests and whose names are not, therefore, placed on the eligible list resulting from the examinations shall be maintained for a period of three (3) months or for such period of time designated by Federal and State Laws, whichever is longer, and transferred to Central Records for final disposition as may be scheduled.

H. Postponement and Cancellation of Tests:

All examinations shall normally be held upon the dates fixed by the Board. Any examination may be postponed by the Board because of an inadequate number of applicants, because of nonattendance of special examinees or for other sufficient cause. The Board may also cancel any examination, the holding of which becomes unnecessary because of change in the personnel requirements of the Chief of Police.

I. Police Medical Examinations:

If a candidate is regarded by the Examining Physician as physically or mentally unfit by reason of a condition not specifically listed in the medical standards as cause for rejection, he shall, nevertheless, be rejected and a full statement of the reasons shall be given to the Board in the report of medical examination. Even though a candidate has no organic defects or pathological condition, he may be rejected if, in the judgment of the Examining Physician, he is not sufficiently well developed physically or mentally to perform the strenuous tasks which a Police Officer is called upon to do on occasion. Candidates shall not be accepted subject to the performance of surgical operation for the removal or cure of defects or medical treatment for correcting defects of the eyes, heart, lungs and the like.

4.13 Re-examination:

Any candidate who fails a written examination may be re-examined for the same class of position, providing there is at least five (5) work days between examinations within a period of thirty (30) days, and one (1) time within the next sixty (60) days, or as may otherwise be determined by the City Manager, the Civil Service Board, or the office of Employee Services of the Department of Human Resources. The Director of Employee Services of the Department of Human Resources may, at his or her discretion, permit applicants who fail a performance/agility-type test to be re-examined within a week or at the convenience of the candidate.

4.14 Reconsideration of Disqualified Applicants:

Candidates who fail to be certified on an eligibility list or who are disqualified as specified in Rule 4.6 of these Regulations shall be eligible to resubmit their application provided they can show proof of their eligibility. Otherwise, there shall be a waiting period of no less than six (6) months before the applicant can reapply.

4.15 Disqualification to Take Examination:

Any permanent employee who is dismissed for misconduct or delinquency or who resigns while charges are pending shall be disqualified from making application for re-employment in the City.

4.16 Waiver of Minimum Entrance Qualifications in Individual Cases:

The Civil Service Board may modify or waive the minimum entrance qualifications of an applicant which are required for the class or grade specification for entry level (second class) Civil Service positions provided that such variances or waiver shall not adversely affect the applicant's performance of the required duties.