

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 8 – Examinations

SECTION 801. JOB-RELATED EXAMS

All examinations shall be job related, in that they shall relate directly to those matters which will fairly test the relative capacity of an applicant to discharge the duties of the classification to which appointment is sought. Such examination shall also be consistent with the Uniform Guidelines on Employee Selection Procedures which were adopted by the EEOC, U.S. Civil Service Commission, and U.S. Departments of Labor and Justice.

SECTION 802. EXAMINATION PARTS

The examination shall consist of one or more of the following parts:

Section 802.1. Written Test

This part, when required, shall include a written demonstration designated to show the degree of knowledge, skills, and abilities which are required to successfully perform the duties of the classification being tested.

Section 802.2. Oral Interviews

This part, when required, shall include a personal interview for ability to deal with others, to meet the public, or other personal qualifications to be determined; and said interview shall be before such authority as may be designated by the Board to conduct same. An oral test may also be used in examinations where a written test is either unnecessary or impractical to give.

Section 802.3. Performance Test

This part, when required, shall include such tests of performance or trait as will determine the ability and manual skill of competitors to perform the work involved.

Section 802.4. Physical Test

This examination may consist of tests of bodily condition, physical fitness, skill, and any other test deemed appropriate.

Section 802.5. Mental Test

This part, when required, shall include any test to determine mental alertness, the general capacity of applicants to adjust their thinking to new situations or to circumstances; special character traits and aptitudes.

Section 802.6. Training and Experience Evaluation

This part, when required, shall be an evaluation of the training and experience of the applicant as indicated by the application, training and experience questionnaire, oral interview, or any other appropriate source. This information is subject to verification by the Civil Service staff.

Section 802.7. Assessment Center

This part, when required, shall consist of the structured evaluation of the relevant skill, knowledge and abilities of people by means of situational testing.

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Section 802.8. Other

Any type of examination, other than those listed above, as might be determined appropriate by the Board.

SECTION 803. IDENTIFICATION NUMBER

The identification of all persons taking a competitive written test shall be concealed from the examiners by use of an identification number which shall be used on all examination papers and the candidate's application form when he presents himself for examination. This number shall be used from the beginning of the examinations until the papers have all been rated.

SECTION 804. CHEATING ON EXAM

Any applicant cheating or assisting another applicant while taking any examination shall be declared summarily disqualified and ineligible to take a civil service examination for a period of two (2) years.

SECTION 805. APPLICANT IDENTIFICATION

The Executive Secretary/Director of the Board or a person designated by the Executive Secretary/Director, shall be present at all written examinations, and shall require that all applicants write their signature on the admission slip in the presence of the monitor. Each applicant taking an examination is required to provide valid picture identification, such as a driver's license, etc., at the time of examination for identification purposes.

SECTION 806. EXAMINATION ASSISTANCE

No applicant shall be permitted to take an examination with someone else writing for him/her. The only exception is an unusual circumstance where the Executive Secretary/Director may authorize assistance from Board staff.

SECTION 807. DISABILITY POLICY

The Civil Service Merit Board endorses the mandate of the Americans with Disabilities Act of 1990 (ADA) to remove barriers, which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. Reasonable accommodations in the work place shall be provided for qualified persons with disabilities unless such accommodations would cause an undue hardship in accordance with state and federal law. Reasonable accommodations shall be provided to qualified entry-level or promotional applicants, who comply with administrative procedures for requesting an accommodation. In the event such a request involves testing considerations, the accommodation request shall be submitted to the Executive Secretary/Director of the Civil Service Merit Board. The confidentiality of the accommodation request shall be maintained to the extent allowable in accordance with federal law. The Executive Secretary/Director and the Chairman of the Civil Service Merit Board shall confer regarding the appropriateness of the proposed accommodation, and by consensus they shall have the authority to waive rules contained herein to grant the accommodation.

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SECTION 808. REPETITION OF SAME EXAM

If an applicant takes the same civil service examination more than once, the most recent test grade will replace the first test grade, regardless of whether it is higher or lower than the first.

SECTION 809. WAITING PERIOD TO REPEAT EXAM

An applicant who has competed in an examination may not repeat that examination or take an examination for the same classification within six (6) months from the date of original examination, unless an alternate form is given and/or the Board waives this rule when sufficient reasons warrant such a change.

SECTION 810. ORAL BOARD COMPOSITION

The Board may, from time to time, determine that applicants for certain classified positions shall have an oral board as a part of or in lieu of other selection devices for a position. This interview shall be conducted by a panel of not less than four persons deemed to be knowledgeable in the field or classification for which the examination is being given. One member of the panel shall be a City employee whose work is closely associated with that of the position for which the examination is being administered. This panel member shall not have a vote or voice in the rating given by the panel. Other panel members (i.e., "rating" members) shall be individuals not associated with the particular position for which the examination is being administered. These rating members shall rate the applicants on job-related criteria, and a score for the oral interview shall be awarded by averaging the ratings of the raters. No person shall sit on an oral board that is to interview an applicant who is related to that person within the third degree, either by affinity or consanguinity. No person shall sit as a rating member of an oral board if that person will have another opportunity to pass upon or in any way influence the outcome of, an applicant's effort to obtain employment or a promotion. A member of the Civil Service staff shall be present during all Oral Board examinations to insure that no rater is unduly influenced by the non-rating member and that all applicants are examined in a consistent and equitable manner.

SECTION 811. ROUNDING OFF SCORES

In accordance with standard procedures, all scores shall be rounded to the nearest tenth. Applicants scoring 69.5 or higher shall be considered as passing and shall be listed on the eligibility register in accordance with their score to the nearest tenth.

SECTION 812. REQUIRED EXAMINATIONS

All persons, before being employed in a civil service position, shall take the required physical examination and/or other required examination unless otherwise stated in these Rules.