

## **For Inclusion in the Minutes**

April 13, 2014

To: Civil Service Commissioners

From: Human Resources

Re: Promotional Exam Validation Process

Effective Immediately:

Each Administrator of the promotional exam process – written, departmental assessment, or oral – will tabulate their scores on the documents used in their evaluation process. The completed documents will then be forwarded to HR for inclusion in the ranking process.

HR will compile scores utilizing the appropriate approved CSC scoring system and rank each candidate in accordance therewith.

HR will prepare an excel spreadsheet detailing the applicant ranking for each position. The spreadsheet will be forwarded to each Commissioner for review. Following the Commissioners review and acceptance, the list will be certified.

### Notification

The Director of Human Resources shall notify each applicant taking the examination of their final score and their numerical position on the list as soon as the list has been certified. Within two weeks of final ratings being sent, an applicant is permitted to inspect his/her examination in person at the Department of Human Resources during business hours. They shall be permitted to check his/her examination with the answer sheet. There can be no attempt to copy or memorize tests questions. Examinations or score sheets shall be maintained during the period of certification of the promotional list and shall be destroyed thereafter. A clear and unmistakable error on the test paper or in rating of any phase of an examination shall be corrected if called to the attention of the Director of Human Resources and the Civil Service Commission and the individuals' final rating adjusted. Such correction shall not invalidate any appointment previously made. Allegations of errors of subjective judgment in the interviewing or rating process will not be entertained.