


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP 15
TOPIC	EXAMINATION BOARD COMPOSITION		
Approved by:  <small>Charles McClendon (Sep 22 2022 10:16 AM)</small>	Distributed by	Original Date	Revised
Charles McClendon, City Manager	Human Resources	September 22, 2022	

PURPOSE:

To provide clear and consistent policy on the make-up of examination boards (oral boards and rating panels) and to assist in accomplishing this process in the most efficient way possible.

POLICY:

- I. The Human Resources Manager shall appoint an examination board which shall consist of three or more persons, of which at least one shall be familiar with the requirements of the job or character of work in the class examined. In the event of last-minute circumstances, beyond the control of the Human Resources Manager, an oral board of two members may render an official rating. Appointing authorities may observe oral examinations but shall not serve as raters for positions for which they are the appointing authority.

- II. It is the policy of the Human Resources Manager that the following criteria are used in selecting members of an examination board:
 - A. The board should reflect the ethnicity and sex of the candidate population.
 - B. The board should consist of job experts in the same or higher level than the class.
 - C. The board should consist of persons who are bias-free regarding the candidates.
 - D. The board should consist of persons with good judgment and skill at observing and rating behavior.

- III. To achieve this goal, our policy is to make reasonable efforts in seeking examination board members to include:
 - A. Ethnic minorities, females and males, if these groups are present in the candidate pool.
 - B. When City employees are used in an examination board, there should not be more than one from the same department. If this is necessary, they should not be from the same division of the department.
 - C. Whenever possible, the Human Resources Department should locate outside examination board members who are either subject matter experts or receive services from the class served.

- IV. The Human Resources Department will use all known resources for organizing an examination panel including department recommendations and approved examination board members.

- V. The organization of an examination panel will not delay the recruitment and examination process. After a reasonable effort has been made to meet the above criteria without success, the Human Resources Manager can approve alternative arrangements.

PROCEDURE:

- I. Efforts to obtain examination board members consistent with the criteria of this policy will be documented in the recruitment folder, particularly when the examination board does not meet the criteria.






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Final Audit Report

2022-09-22

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