

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE

MERIT EMPLOYMENT EXAMINATIONS

REFERENCE

County Personnel Management Act, Utah Code Annotated, 17-33-3 (1), 17-33-5 (3): (b), (c)
Human Resources Policy & Procedure: General Definitions

PURPOSE

To establish employment examination policies and procedures that consider relative merits of each applicant, establish job related methods for determining the eligibility or ineligibility of each applicant, and ensure valid, reliable and objective systems for ranking eligible applicants according to their qualifications and merit.

POLICY

The Human Resources Division is responsible for determining examination plans and methods for 1) testing applicants for placement on merit employment registers, and 2) may assist agencies in testing employees for promotional purposes.

The Human Resources Division shall follow professional standards to develop valid and reliable examinations for employment.

PROCEDURES

- 1.0 The Human Resources Division is responsible for the development of employment examinations and examination plans.
 - 1.1 The Human Resources Division, in consultation with hiring authorities, will determine examination methods to be used for each vacancy.
 - 1.2 Examinations developed by the Human Resources Division shall be developed following professional guidelines, principles and standards.

- 2.0 The Human Resources Division is responsible for determining minimum education and experience requirements for job entry for each County position.
 - 2.1 Minimum requirements shall be based on an analysis of the duties and responsibilities of the job and shall be job related.
 - 2.2 Consistency in terms of years of education and experience should be considered, so that higher grade positions generally require more years than those of lesser grades except that:
 - 2.2.1 Common market minimum requirements for positions or requirements dictated by law shall have precedence over consistency by grade level.

- 3.0 The Human Resources Division is responsible for determining if job applicants meet minimum job requirements prior to their being accepted for merit examination.

- 3.1 For positions where experience and formal training are substitutable in meeting the minimum qualifications (within the discretion of the Human Resources Division), one year of experience will be equivalent to forty-five quarter hours or thirty semester hours of education.
- 3.2 Closely related volunteer experience may be considered as work experience.
- 4.0 To ensure validity and reliability of examinations, hiring authorities and other subject matter experts will be involved in the development of merit examinations.
 - 4.1 Individuals involved in examination development activities may be required to sign a confidentiality statement to maintain security of examination materials.
- 5.0 All merit examinations will be administered under the authority of the Human Resources Division.
 - 5.1 The Human Resources Division may arrange for remote proctoring of examinations through other merit systems or testing centers to accommodate out-of-area applicants.
- 6.0 During, or after, rating an employment application, the Human Resources Division may refuse to further examine or certify an applicant if:
 - 6.1 The applicant is found to lack the minimum qualifications established for the position;
 - 6.2 The applicant has made a false statement of material fact in the application;
 - 6.3 The applicant has practiced fraud or deception in the examination or in securing eligibility for examination for the position;
 - 6.4 The applicant has used or attempted to use bribery or other illegal means to secure an advantage in establishing eligibility for an examination or appointment;
 - 6.5 The applicant obtained information regarding the examination to which, as an applicant, they were not entitled or
 - 6.6 The applicant failed to submit his or her application correctly or within the prescribed time limits, except:
 - 6.6.1 The register developer may accept applications received after the closing date of the job announcement as long as the first step in the examination process has not been completed.
- 7.0 The Human Resources Division may modify or redo examination plans after a position has been recruited for if necessary.
- 8.0 The Human Resources Division may provide reasonable accommodations, as appropriate, for otherwise qualified disabled individuals.
- 9.0 The Human Resources Division will notify applicants of their application status and examination results after the employment register is established.
- 10.0 The Human Resources Division is responsible for the maintenance and security of all examination materials, employment applications and merit employment registers.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008