

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: REQUESTING EXAMINATIONS AND
REVIEWING PROPOSED
EXAMINATION BULLETINS

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

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PERSONNEL DIRECTIVE NO. 41

BACKGROUND

The Los Angeles City Charter requires that applicants for employment in the classified Civil Service be examined. The Personnel Department, in cooperation with operating departments, schedules examinations for specific classifications and prepares proposed examination bulletins for review by departments using those classifications. This information is referenced in the Personnel Department Procedures Section 17.000.

In the Department of Public Works, the Office of Management-Employee Services coordinates requests for examinations and the review of proposed examination bulletins by appropriate bureaus. Examination bulletins are reviewed to insure that qualifications and requirements meet the needs of all Public Works' Bureaus employing personnel in those classifications.

To accomplish the above coordination in an expeditious manner, the "Procedure for Requesting Examinations and Reviewing Proposed Examination Bulletins in the Department of Public Works" was made effective in 1983. The current revised Procedure will help to assure that particular attention is also given to equal employment and upward mobility considerations when examination bulletins are reviewed in this Department.

PROCEDURES

1. Procedure for Requesting an Examination

- a. In the Department of Public Works, the analyst responsible for One-Stop Exam Expediting in the Office of Management-Employee Services is responsible for requesting Civil Service examinations when necessary. The operating bureaus should keep the Office of Management-Employee Services regularly apprised of present vacancies, anticipated vacancies, or related placement problems.
- b. The written request from personnel coordinators in the operating Bureaus to the analyst in the Office of Management-Employee Services should contain the following information:
 - I. Name and class code of the requested exam.
 - II. A brief explanation of the reason for the request (for example, no eligible list; small eligible list; large project(s) requiring significant hiring).

- III. Number of current vacancies, a best estimate of the number of vacancies expected during the next year, along with the estimated date of first expected vacancy.
 - IV. The request should state either that the most recent bulletin has been reviewed and is acceptable as written or that requested revisions be indicated on the bulletin. In both cases, the bulletin should be attached to the request.
 - V. If there is a current eligible list, a copy of the most recent certification request should be attached, with an indication of each candidate's status (Appointed, Declined, Failed to Report, Non-selected).
 - VI. The name and extension of a contact person in the operating Bureau.
- c. When it is determined that an examination is necessary, the Office of Management Employee Services will contact the Personnel Department in writing to request the examination.

2. Procedure for Reviewing Proposed Examination Bulletins

If the Personnel Department agrees with a request to schedule an examination for a certain classification, a proposed examination bulletin is prepared and transmitted for review to the City departments using that classification.

- a. After receiving a request from the Personnel Department to review a proposed examination bulletin, the Office of Management-Employee Services:
 - I. Forwards the proposed bulletin to the personnel coordinator in the operating Bureau(s) using the classification referred to in the bulletin;
 - II. Requests that Bureaus/Offices review examination bulletin items and reply in writing with comments or recommendations to the Office of Management-Employee Services within a specified period of time;
 - III. Transmits bulletins for Bureau Head, Assistant Bureau Heads and Special Office Head classifications to all Public Works Commissioners for review and comment (Referenced Personnel Policy #15 and Personnel Directive #35);
 - IV. Discusses the comments and suggestions with the Bureaus, if necessary, analyzes all Bureau responses, consolidates the Bureau responses into a single Public Works response, and prepares a reply to the Personnel Department; and
- b. Each Bureau receiving a proposed examination bulletin from the Office of Management-Employee Services should:
 - I. Review the contents of the bulletin and reply in writing within the time specified to the Office of Management-Employee Services;
 - II. Use the criteria listed below in reviewing specific bulletin items, which will insure that attention is given to equal opportunity and upward mobility considerations.

3. Criteria for Reviewing Proposed Examination Bulletins

- a. Employees selected by a Bureau to review a proposed bulletin should be familiar with the duties to be performed and with the Department's Equal Employment Opportunity Policy.
- b. A review of The Duties section of the bulletin should insure that the brief description of duties and responsibilities describes the work performed in that Bureau. If it does not, this should be noted in the comments sent to the Office of Management-Employee Services.
- c. A review of The Requirements section should insure that required qualifications (education, experience, license, etc.) are really essential for effective performance in the classification. If additional education and/or experience are required, or if applicants with less experience and/or less education could do the job effectively, this should also be indicated in the comments submitted to the Office of Management-Employee Services.
- d. A review of The Application section should determine if the proposed filing period provides ample time for qualified employees to file applications.
- e. A review of The Examination section should determine if candidates need all the knowledge, skills and abilities that the announcement suggests will be in the examination. Also, there may be other unlisted knowledge, skills and abilities that are more important to effective performance. Comments on these items should be sent to the Office of Management-Employee Services.
- f. Particular attention should be paid to Examination Weights. For example, if a written test is proposed, are the writing skills required to pass the test also needed for effective job performance? If not, qualified candidates may fail, not because they lack essential job knowledge, but because they lack non-essential writing skills.
- g. Lastly, in exams for supervisory classes, an effort should be made to assure that all relevant sections of the bulletin (Duties, Requirements, and Examination) are consistent with Personnel Policy #22, "Improving the Quality of Supervision in Public Works".

Note: Both the Office of Management-Employee Services and the Personnel Department will review any suggested changes for how those changes may impact other bureaus or City departments that also utilize the class.

The Employee Relations Division of the Office of Management-Employee Services, (213) 978-1819, will provide necessary assistance relating to the equal opportunity employment criteria.

Reference: Personnel Department Procedures Section 17.000, Requests for Civil Examinations.