

## RULE 7

### EXAMINATION

#### SECTION 1: NATURE AND TYPE OF EXAMINATION

The selection techniques used in the examination process shall be impartial, practical and job-related. The examinations used may include, but are not limited to, oral performance, written performance, physical/mental fitness, and training/experience evaluations. In addition, evaluation of past work performance, work samples, personal interviews, polygraph examination and background investigations may be used in the selection process.

#### SECTION 2: CONDUCT OF EXAMINATIONS

Examinations shall be conducted by the Human Resources Manager or by persons designated by the Human Resources Manager.

#### SECTION 3: PHYSICAL / MENTAL EXAMINATIONS

Appointments to positions within the City service may be subject to satisfactory completion of mental and/or physical examination prior to employment. Examinations shall be given by a medical examiner designated and paid for by the City.

#### SECTION 4: DISABILITIES

The definition of "disability" with respect to an individual is: 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individuals; 2) a record of such impairment; or 3) being regarded as having such an impairment. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, and emotional illness. "Qualified individual with a disability" means a person who with or without reasonable accommodation can perform the essential functions of the employment position that the individual holds or desires.

Alternate job-related examinations will be used where possible and appropriate to accommodate disabled candidates. Candidates with a disability may use auxiliary aids such as readers or qualified sign language interpreters while participating in any selection examination.

#### SECTION 5: VETERAN POINTS

Any veteran who served on active duty for six (6) months or longer in any branch of the United States military, has an honorable discharge, and earns a passing score on an entrance employment examination shall be given an additional five (5%) percentage points. Veterans entitled to compensation for a service connected disability are given a total of ten (10%) additional percentage points to their passing score on an entrance examination. Proof of eligibility for veteran and/or disability preference points must be submitted at the time of application or examination.

Veterans' spouses are given five (5%) percentage points to a passing score on an entrance

## RULE 7 EXAMINATION

examination if the veteran, during active duty as a member of any branch of the United States armed forces, is either missing in action, captured, or forcibly detained by a foreign power; has a total, permanent service-connected disability; or died while having such disability. Proof of eligibility (i.e., DD214) must be submitted at the time of application or examination.

### SECTION 6: CRIMINAL HISTORY

The Human Resources Manager or designee and the City Manager shall, in accordance with state and federal privacy and security laws, examine criminal history information from and through the Arizona Department of Public Safety and the Federal Bureau of Investigation, concerning any employee or candidate for appointment to City service.

### SECTION 7: EXAMINATION RESULTS

Examination records are not public documents.

An applicant may review his examination results by request to the Human Resources Manager. If the review should disclose any errors, the examination record of all those affected shall be modified by the Human Resources Manager to show a correct record. Applicants affected shall be notified of the corrected record.