

**EQUAL EMPLOYMENT OPPORTUNITY IN THE STATE'S CIVIL  
SERVICE**

**SECTION 1100**

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**TABLE OF CONTENTS**

PURPOSE ..... 1100.1  
AUTHORITY ..... 1100.1  
DEFINITION OF EQUAL EMPLOYMENT OPPORTUNITY IN THE EXAMINATION  
PROCESS ..... 1100.1  
POLICY SUMMARY ..... 1100.2  
STATE PERSONNEL BOARD OVERSIGHT AND GUIDANCE ..... 1100.2

**PURPOSE** To provide the State's policy on Equal Employment Opportunity in civil service examination processes.

**AUTHORITY** **Constitution of the State of California, Article VII, Section 1 (b)**  
In the civil service permanent appointment and promotion shall be made under a general system based on merit ascertained by competitive examination.

**Government Code Sections**

18500	19234	19702
18701	19236	19703
19173	19237	19704
19230	19700	19705
19231	19701	19706
19233		

**California Code of Regulations, Title 2**

174.6	174.8
174.7	547

***Age Discrimination in Employment Act***

***Americans with Disabilities Act***

***California Fair Employment and Housing Act***

***Civil Rights Act of 1964, Title VII***

***Civil Rights Act of 1991***

***Uniform Guidelines on Employee Selection Procedures***  
*(29 CFR 1607)*

**DEFINITION OF  
EQUAL  
EMPLOYMENT  
OPPORTUNITY IN  
THE EXAMINATION  
PROCESS**

*Equal employment opportunity* in the State's civil service examination process means providing equal access to examination opportunities to all applicants and candidates regardless of political affiliation, race, ethnicity, color, ancestry, national origin, religion, gender, sexual orientation, age, marital status, medical condition, or mental or physical disability, and ensuring that decisions made in the examination process are made solely on the basis of job-related criteria.

**POLICY SUMMARY**

Equal employment opportunity shall exist in all aspects of the State's civil service examination process and illegal discrimination shall be prevented. Each agency and department shall ensure equal employment opportunity in all aspects of its examination processes.

Examination processes shall be designed to assess each candidate's qualifications to successfully perform in the specified job classification and shall not be based upon non-job-related or illegally discriminatory criteria. The examination process shall provide a job-related, objective means of identifying individuals for employment and promotion within the State's civil service. Recruitment strategies shall be designed to be as broad and inclusive as necessary to ensure the identification of an appropriate candidate group.

The rights of all individuals who seek employment with the State or who are employed by the State shall be protected, and equal employment opportunity shall be a hallmark of examination activities within the State.

**STATE PERSONNEL BOARD OVERSIGHT AND GUIDANCE**

The State Personnel Board is charged with overseeing the State's selection system to ensure compliance with the State's civil service laws and equal employment opportunity mandate. The State Personnel Board shall monitor departmental examination activities to verify the presence of equal employment opportunity and to ensure that examination processes are fair and job-related.