



Proposed Text  
Classifications, Exams, and Selection Process

For the 45-day comment period, text added to the Board's regulations is shown in underline.

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TITLE 2. ADMINISTRATION  
Division 1. Administrative Personnel  
Chapter 1. State Personnel Board  
**Subchapter 1. General Civil Service Regulations**  
**Article 2. General Provisions**

§ 27. Human Resources Liaison Training.

Any employee who has been designated by his or her agency to coordinate or act as a liaison for human resources activities, regardless of his or her specific working title, shall obtain training as deemed appropriate by the Department. A certificate of completion of training shall be maintained pursuant to section 26.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 18720, Government Code.

TITLE 2. ADMINISTRATION  
Division 1. Administrative Personnel  
Chapter 1. State Personnel Board  
**Subchapter 1.3. Classifications, Examinations, and Appointments**  
**Article 1. Definitions**

§ 75. Class or Classification.

Any references to "class" or "classification" have the same meaning as used in Government Code section 18523 and are used in this chapter interchangeably.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 18523 and 18800, Government Code.



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### § 75.1 Class Series.

“Class series” means any vertically related group of classes, covering the same occupational specialty and same program area, which constitute a primary promotional pattern for a specifically identifiable group of employees.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Section 18800, Government Code.

### § 75.2 Class Specification.

“Class specification” means the description of a class or class series that is approved by the Board.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Section 18800, Government Code.

### § 75.3. Classification Plan.

The “Classification Plan” means ~~a system in which positions within state civil service are grouped into classes on the basis of current duties and responsibilities.~~ classes adopted by the Board and includes a descriptive class title and a definition of the scope of duties and responsibilities of each class of positions. The Classification Plan is administered by the Department pursuant to Government Code section 19818.6.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 18800 and 19818.6, Government Code.

### § 76. Qualifications.

“Qualifications” means, in addition to minimum qualifications, the possession of preferred or desirable qualifications.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

### § 76.1. Minimum Qualifications.

“Minimum qualifications” means the minimum amounts of education or competencies gained from experience or minimum levels of licensure or certification necessary to perform the essential tasks and functions of a classification.



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NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 18931, Government Code.

### § 76.2. Preferred or Desirable Qualifications.

“Preferred” or “desirable” qualifications means the possession of education, experience, or competencies above the minimum qualifications that are job-related and would enhance a person’s capacity to successfully perform the tasks and functions of a classification or particular position of a classification.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

### § 76.3. Competencies.

“Competencies” means the knowledge, skills, abilities, behaviors, or special personal characteristics that contribute to individual or organizational job-related performance. Competencies may relate to practical or theoretical understanding of subjects, ~~natural or learned~~ the capacities to perform acts, patterns of action or conduct, critical or strategic thinking, decision making or judgment, interdisciplinary skills, or transferable skills.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

### § 76.4. Special Personal Characteristics.

“Special personal characteristics” means particularly important personal attributes, traits, or other qualities that are job related.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

### § 77. Equivalency.

“Equivalency” means experience that may be substituted for educational requirements or educational requirements that may be substituted for experience requirements.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 18800, Government Code.



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§ 77.1. Equivalent Combination.

“Equivalent combination” means education and experience that may be combined to satisfy the minimum qualifications of a classification.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

§ 78. Selection Process.

“Selection process” means the procedures, practices, and activities used by the appointing power to appoint and promote employees in the state civil service and includes the phases of recruitment, examination, establishment of eligible lists, screening and rating of a candidate's qualifications, the hiring process, and any required probationary period.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 19050, Government Code.

§ 78.1. Hiring Process.

“Hiring process” means such activities as interviews, performance tests, written tests, role plays, simulations, reference and background checks, as well as the use of any other instrument or procedure designed to assess fairly and objectively a candidate's qualifications to be successful in the position the appointing power is hiring to fill.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 19050, Government Code.

§ 78.2. Reemployment List.

“Reemployment list” means a departmental reemployment list, subdivisional reemployment list, or general reemployment list.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Sections 18534, 18535, and 18536, Government Code.

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§ 79. Job Analysis.

A “job analysis” means the process of systematically identifying the essential tasks and functions performed in a classification and identifying the competencies that are required to perform those essential tasks and functions.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Section 18800, Government Code.

§ 80. Examination Process.

“Examination process” means the procedures, practices, and activities that are part of administering formal examinations to establish employment lists for classifications.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 18930, Government Code.

§ 80.1. Employment Inquiry.

“Employment inquiry” refers to any communication, including, but not limited to, by way of letter, telephone, email, or other electronic means, used to contact candidates to determine their interest in a job vacancy.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 19050, Government Code.

§ 80.2. Personal List Eligibility.

“Personal list eligibility” means a candidate’s individual eligibility for appointment from an employment list that has not expired.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18900, Government Code.

§ 80.3. Qualifications Appraisal Panel.

“QAP” means a Qualifications Appraisal Panel.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

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§ 80.4. Qualifications Appraisal Interview or QAP Interview.

A “qualifications appraisal interview” or “QAP interview” means a civil service examination that is given as an oral examination or oral interview by a qualifications appraisal panel.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

§ 81. Temporary Appointment.

“Temporary appointment” means a temporary appointment as defined in the California Constitution, Article VII, section 5.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 5 of Article VII, California Constitution.

§ 82. Intra-agency Reassignment.

An "intra-agency reassignment" means a job assignment change from one position to another position within the same agency and same classification, such as a change of work schedule or shift, or reporting location, unit, division, plant, facility, or equivalent.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code. Reference: Section 19050.5, Government Code.

§ 82.1. External Agency Transfer.

An "external agency transfer" means an appointment from one agency to another agency in the same class or a different class, as defined in Government Code section 18525.3, and for which the employee meets the minimum qualifications of the lateral position.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code. Reference: Sections 18525.3 and 19050.3, Government Code.

§ 83. From and To Classes.

The “from” class refers to the classification that the employee being considered for a promotion in place currently holds. The “to” class refers to the classification to which the employee may or will be appointed.



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NOTE: Authority cited: Section 18502 and 18701, Government Code. Reference: Section 19050, Government Code.

### § 83.1. Unit.

For purposes of promotions in place as defined in Article 9, “unit” refers to the unit in which the employee being considered for a promotion in place routinely and regularly works.

NOTE: Authority cited: Sections 18502, 18701 and 18804, Government Code. Reference: Section 19050, Government Code.

### § 83.2. True Vacancy.

For purposes of a promotion in place, a “true vacancy” means a vacant position in the employee’s unit that is in the employee’s “from” or “to” class for which the appointing power is actively recruiting.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 19050, Government Code.

### § 83.3. Vacant Position.

A “vacant position” means an unfilled or unoccupied position.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 19050, Government Code.

### ~~§ 83.4. Position Ratio Allocation Limits.~~

~~“Position ratio allocation limits” refers to any limitation imposed on the number of positions that are allocated for a particular classification.~~

~~NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 19050, 19818.6, and 19818.14, Government Code.~~

### § 83.4. Merit and Fitness.

“Merit and fitness” means job-related qualifications and/or personal special characteristics for a classification or particular position of a classification.

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NOTE: Authority cited: Sections 18502 and 18660, Government Code. Reference: Section 19050, Government Code.

**Article 1.1. General Provisions**

§ 85. Obligations Under Other Federal or State Laws.

Nothing in Subchapter 1.3 or Subchapter 2 shall be construed to relieve appointing powers of their obligations under any applicable federal or state laws or regulations that concern persons with disabilities, upward mobility for state employees, or equal employment opportunity for any protected class.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 18720, Government Code.

§ 86. Appointments Shall Be Based On Merit and Fitness.

(a) Unless otherwise mandated by law, appointments to positions in state civil service shall be made on the basis of the selected candidate's merit and fitness for the position.

(b) An appointing power shall assess and determine a candidate's merit and fitness for appointment to a position by his or her qualifications and performance during the selection process, which may include, but is not limited to, performance and ranking on the examination, hiring interviews, reference checks, background checks, or any other procedure that assesses, compares, and ranks the job-related qualifications of candidates and is designed and administered to hire candidates who meet the needs of the position to be filled.

NOTE: Authority cited: Sections 18502 and 18660, Government Code. Reference: Section 19050, Government Code.

§ 86.1. Creation of Lists Shall Be Based On Merit and Fitness.

(a) Unless otherwise mandated by law, lists created for the purpose of selecting candidates for appointment into civil service shall be based upon the merit and fitness of candidates and result from:

(1) Recruitment strategies designed to be as broad and inclusive as necessary to best satisfy the selection need.



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(2) Competitive examinations that are fairly and objectively administered to assess, compare, and rank the qualifications and performance of candidates as related to other candidates and the classification that is the subject of the examination.

NOTE: Authority cited: Sections 18502 and 18660, Government Code. Reference: Sections 18900 and 18930, Government Code.

§ 86.2. Probationary Period.

(a) Except as provided in the laws and rules related to LEAP, the following applies to employees required to serve a probationary period:

(1) The final phase of the selection process shall be the probationary period.

(2) Permanent status in permanent appointments to the civil service shall only be achieved after successful completion of the required probationary period.

(b) The assessment of an employee's job performance during the probationary period shall only be made on the basis of the employee's merit and fitness for the position.

NOTE: Authority cited: Sections 18502 and 18660, Government Code. Reference: Sections 19170 and 19171, Government Code.

§ 86.3. Fair and Equitable Treatment in All Phases of the Selection Process.

All phases of the selection process shall provide applicants, candidates, and employees with equal employment opportunity and fair and equitable treatment without regard to any characteristic protected under Title VII of the Civil Rights Act of 1964 (42 U.S.C.A. § 2000e-2) or the California Fair Employment and Housing Act (Gov. Code § 12940, subd. (a)).

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18720, Government Code.

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**Article 2. Classifications**

§ 89. Review of the Classification Plan.

(a) ~~The Classification Plan~~ All agencies, including the Department, shall be periodically and routinely reviewed, review the Classification Plan and where appropriate, make recommendations to the Board to revise the Classification Plan to reflect new procedures, technology, and or other management initiated changes significantly impacting the tasks or duties of a classification. All positions within state civil service shall be properly allocated to the classification that is appropriate for the work to be performed.

(b) In the interests of efficiency and economy, no class shall be established unnecessarily. When the Department or an agency proposes a new class for Board approval, the Department or agency shall consider and balance the impact of increasing the number of classes with the need to have classifications appropriate for the jobs that are required to be performed in state civil service.

(c) The use of agency or division names in the class title shall be avoided to prevent the necessity of changing the class title should the agency or division name be changed.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

§ 89.1. Legal and Professional Standards for Job Analysis Methods.

Job analysis methods shall be consistent with civil service laws and regulations, other legal requirements, including the federal Americans with Disabilities Act (ADA), and generally accepted professional standards, standard textbooks, and journals in the field of personnel selection and job analysis methods, including the federal *Uniform Guidelines on Employment Selection Procedures* (1978) and any updates and/or amendments to those guidelines.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

§ 89.2. Factors to Consider for Minimum Qualifications:

(a) Factors to consider when developing the minimum qualifications for a class include:

(1) Whether the requirement is necessary for performing the essential tasks and functions of the classification.

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(2) The minimum qualifications of related classes.

(3) The minimum qualifications of similar classes in other jurisdictions.

(4) Whether minimum qualifications for higher level classes in a series provide opportunities for entry-level class incumbents to compete for promotion to the higher class.

(5) Whether requiring a certain level of education, experience, or other prerequisite will likely result in an adverse impact on persons with disabilities, upward mobility for state employees, or equal employment opportunity for ~~all protected classes~~ any protected class.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Section 18931, Government Code.

§ 89.3. Factors to Consider for Preferred or Desirable Qualifications.

Factors to consider when developing preferred or desirable qualifications for a class include whether certain education, experience, or competencies are job related and would enhance a person's capacity to successfully perform the tasks and functions of the classification.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

§ 89.4. Class Specification Format.

(a) A Board class specification shall include the following segments:

(1) A class title.

(2) A concise description of the job functions, including duties, level of responsibility, supervision received or exercised, and typical tasks ~~examples of work~~ performed by incumbents.

(3) An identification of the minimum qualifications.

(4) An identification of the preferred or desirable qualifications, if applicable.

(5) Pay range criteria or the link to the website where information on the pay range criteria can be found.

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(6) The duration of the probationary period.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

§ 89.5. Board Approval for Changes to Class Specifications.

Any changes or revisions to a class specification requires Board approval.

NOTE: Authority cited: Article VII, section 3, California Constitution; Sections 18502 and 18701, Government Code. Reference: Section 18802, Government Code.

§ 89.6. Class Abolishment in General.

~~Before~~ When any class is abolished, provisions shall be made for the future status of any incumbents remaining in the class or others with mandatory reinstatement rights to the class. All lists associated with the class shall be abolished.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.  
Reference: Section 18802, Government Code.

§ 89.7. Standards for Writing a Class Specification.

A class specification shall be clear and understandable. The descriptive words and terms used shall be precise and consistent. Generalized and vague terminology subject to varying or unintended interpretations shall be avoided.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18702 and 18800, Government Code.

§ 91. Casual Employment Classes.

Casual employment classes shall only be established to provide skilled trades persons for short-term construction or maintenance projects of a nonrecurring nature. Appointments to these classes shall only be made by way of temporary appointments.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 18702 Government Code.

§ 92. Special Consultant.

(a) Special Consultant classes shall only be established if:

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(1) The work or project is of an expert, unique, or technical nature that is short-term but may involve multiple phases and goals; and

(2) Specialized skills, knowledge, and experience are needed for the work or project that are not available within existing civil service classifications.

(b) Special Consultant appointments shall only be made by way of temporary appointments.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18702, Government Code.

### **Article 7. Employment Lists**

~~§ 157. Non-Disclosure of a Candidate's Eligibility During the Selection Process.~~

~~Where a corresponding LEAP referral list has been provided to or generated for the appointing power, the basis of any candidate's eligibility shall not be available to the hiring manager, any member of an interview panel, or any other person with the authority to approve the appointment at any time before the selection and offer of appointment is made, unless the LEAP candidate chooses to voluntarily disclose his or her LEAP eligibility.~~

~~Note: Authority cited: Sections 18502, 18701, 19240 and 19241, Government Code. Reference: Sections 19050, 19240, 19241, 19242, 19243 and 19244, Government Code.~~

### **Article 8. Examinations**

~~§ 474 170. Announcement. Civil Service Examinations and Announcements.~~

~~(a) Examinations Civil service examinations shall be held at such times and places, and in a format or manner, including online and web-based, as the Department or designated appointing power may determine is appropriate for the classification that is the subject of the examination. The Department shall direct the preparation of every examination and the publication of an announcement thereof. Examinations may contain any combination of components, including written tests, physical tests, and performance tests. The type and scoring methods of examinations to be administered shall be determined by the Department or designated appointing power. The announcement shall specify the basis of competition to be permitted in the examination. An examination may be given on a promotional-only basis, a combined open and~~

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~~promotional basis, an open-only basis, or an open, nonpromotional basis. Each announcement shall state the title, salary range, and where appropriate, the duties of the class; the method of evaluating the education, experience, and personal qualifications of the competitors; such information as is required by the act and these rules; and such additional information as the Department may deem proper.~~

(b) Announcements for civil service examinations shall comply with Government Code section 18933. In addition, each announcement shall state the title, salary range, preferred or desirable qualifications, and any additional information the Department deems proper.

(c) ~~A~~ A civil service examination may be canceled by the Department or designated appointing power at any time prior to the establishment of the employment list.

NOTE: Authority cited: Section 18502, Government Code. Reference: Sections ~~18950~~ 18930 and 18933, Government Code.

§ 171. Experience Requirements to Satisfy Minimum Qualifications.

In determining whether an applicant has the appropriate experience to satisfy minimum qualifications, consideration shall be given to experience gained in a part-time or full-time job, regardless of whether the job was a paid or volunteer position or was within or outside of State service.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code. Reference: Section 18931, Government Code.

§ 171.1. Calculating the Amount of Time Required to Meet Satisfy Minimum Qualifications for Experience.

~~Unless otherwise provided in the class specification adopted by the board, when~~ When determining whether an applicant ~~has completed~~ satisfies the minimum amounts of time that may be required by the experience component in to satisfy the minimum qualifications for experience, as prescribed in the class specification ~~for the class~~, the following shall apply:

(a) The time required shall have been in a full-time job or ~~work assignment~~ its part-time equivalent. A full-time job ~~or work assignment~~ is the maximum number of hours ~~an individual~~ a person can spend on a job without a requirement that ~~he/she~~ he or she be given overtime compensation or, where overtime is not applicable, the number of hours

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required for an individual a person to receive full-time pay for the applicable work period.

~~(b) An applicant must have the required calendar time unless the applicant worked two different jobs concurrently. the time spent on two different qualifying jobs worked concurrently shall be added together to determine the total amount of qualifying experience.~~

(b) When calculating part-time equivalent experience toward satisfying the minimum amounts of full-time experience, 173.33 hours of actual time worked equals one month. To determine the years and months worked, an appointing power may use either 52 weeks to equal one year or 4.35 to equal the number of weeks in one month, whichever calculation results in greater time worked. As an example, an applicant has three years of qualifying part-time work experience at 10 hours per week. The 52-weeks yearly calculation would be 3 years x 52 weeks x 10 hours = 1560/173.33 = 9.00 months. The 4.35-weeks monthly calculation would be 3 years equals 36 months x 10 hours x 4.35 weeks = 1566/173.33 = 9.03 months. Because the 4.35-weeks monthly calculation results in greater time worked, the 4.35-week monthly calculation must be used.

~~(c) To receive experience credit, the applicant's job responsibilities or duties must be performed for a definite and identifiable percentage of his or her working time. Experience which may have been gained as an occasional or incidental aspect of the applicant's job is not acceptable.~~

~~(b) (c) Where an applicant works in more than one job concurrently, the hours worked per week in each job shall be added together, if these hours relate to the same or substantially the same competencies if the experience gained in the jobs relates to the same or substantially the same requirements enumerated in the minimum qualifications. Calculating the total sum of the applicant's part-time equivalent experience toward satisfying the minimum amounts of full-time experience shall be in accordance with subdivision (b).~~

(d) To receive experience credit, the applicant's job responsibilities or duties must be performed on a routine basis, either daily, weekly, monthly, or certain times of the year. Experience which may have been gained as an occasional or incidental aspect of the applicant's job is not acceptable.

~~(c) (d) Hours worked on the same job in excess of full-time (i.e., overtime hours) shall not be credited as additional time.~~

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(e) Overtime hours worked on the same job for which the employee is entitled to pay for those extra hours worked under the federal Fair Labor and Standards Act (29 U.S.C.A § 201 et seq.) shall be credited as additional time.

~~(d) Less than full-time experience shall be credited based upon the percentage of full-time worked while employed less than full-time [e.g., half-time (50%) employment for six months equals three months of full-time experience].~~

~~(e)~~ (f) An applicant shall receive credit for qualifying experience in a full-time or part-time job while enrolled in and attending a school, college, university, or similar institution, except where the experience is required as part of the applicant's educational curriculum and the minimum qualifications require those courses of study and/or related academic degree.

~~(f)~~ (g) If an applicant's position in state service has been reclassified, credit for time in the new class may be given from the date the reclassification was officially approved, even though the actual appointment did not occur until a later date.

~~(g)~~ (h) In counting months of experience where the applicant indicates a beginning and ending month and year, but not a beginning and ending day, the beginning of the month through the end of the month that precedes the ending month shall be credited (e.g., January 2016 to July 2016 is counted as January 1, 2016 to June 30, 2016.)

~~(h) No experience credit shall accrue for time an applicant spent on an unpaid leave of absence. For purposes of this section, an unpaid leave of absence does not include vacation, sick leave, or equivalent earned time off.~~

NOTE: Authority cited: Government Code Section 18701. Reference: Government Code Section 18931.

§ 171.2. Eligibility to Take a Civil Service Examination.

Except as otherwise provided by law or regulation, any person who establishes that he or she satisfies the minimum qualifications for any state position, as defined in Government Code section 18522, is eligible, regardless of his or her age, to take any civil service examination given for that position.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18932, Government Code.

~~§ 171.3. Criteria for Equivalencies and Equivalent Combinations.~~

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~~(a) To satisfy the minimum qualifications of a classification, the following criteria for equivalencies and equivalent combinations applies:~~

~~(1) Experience may be substituted for educational requirements where the experience provides the level of competencies necessary to perform the essential tasks and functions of a classification without the required education. Experience may be substituted for educational requirements on a year for year basis or calculated on a partial basis.~~

~~(2) Education may be substituted for experience requirements where the education provides the level of competencies necessary to perform the essential tasks and functions of a classification without the required experience. Education may be substituted for experience requirements on a year for year basis or calculated on a partial basis.~~

~~(3) Education and experience may be combined where the combination of education and experience provides the level of competencies necessary to perform the essential tasks and functions of the classification.~~

~~NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 18931, Government Code.~~

§ 174. Applications.

(a) All applications must be filed at the place, within the time, in the manner, and on the form specified in the examination announcement. A separate application shall be filed for each examination unless otherwise specified in the examination announcement. All applications shall remain on file for at least two years. Under no circumstances will applications for examinations in progress or examinations testing materials for examinations be returned to applicants. The names of applicants shall not be made public.

(b) Filing an application “within the time” shall mean that the application is postmarked by the postal service, or date stamped at one of the Department's offices (or at the appropriate office of the agency administering the examination) by the date specified no later than the final filing date specified on the examination announcement.

(c) An application not postmarked or date stamped by the specified date timely filed as specified in subdivision (b) shall be accepted under if one of the following conditions applies:

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~~(a) (1)~~ The application was delayed due to a verified error on the part of the staff of the Department or other agency conducting the examination or through a documented administrative error by postal authorities.

~~(b) (2)~~ An application for an examination is ~~submitted~~ filed in error to the wrong State agency and was ~~either~~ postmarked by the postal service or date stamped by the receiving agency to which addressed on or before the final filing date specified on the examination announcement.

~~(c) (3)~~ ~~The employing agency~~ For a promotional examination, the appointing power verifies distribution problems with the examination announcement distribution problems which that prevented timely notification to an employee seeking to take the examination. of a promotional examination. Posting in a centralized location of each branch, district, institution, region, or office of the ~~employing agency~~ appointing power shall constitute notification of the promotional examination to an employees. ~~The examination must be one in which the employing agency would typically have competitors and receive announcements for internal distribution.~~

~~(d) (4)~~ ~~The employing agency~~ appointing power verifies that the ~~applicant~~ employee seeking to take a promotional examination failed to receive timely notice of ~~a the~~ promotional examination because the employee was away from ~~his/her~~ his or her normal place of work during the entire examination publicity announcement period due to a work assignment, vacation, sick leave, or leave of absence. ~~The examination must be one the employee would typically be expected to compete in.~~

(d) This section shall become inoperative on July 1, 2017.

NOTE: Authority cited: Sections 18502, ~~18573~~ and 18701, Government Code.  
Reference: Section 18934, Government Code, ; ~~Section 1602.31, Title 29, Chapter XIV,~~  
~~Code of Federal Regulations.~~

§ 174. Applications.

(a) All applications must be filed at the place, within the time, in the manner, and on the form specified in the examination announcement. A separate application shall be filed for each examination unless otherwise specified in the examination announcement. Under no circumstances will applications for examinations in progress or ~~examinations~~ testing materials for examinations be returned to applicants. The names of applicants shall not be made public.

(b) Filing an application “within the time” shall mean that the application is electronically transmitted, or postmarked by the postal service, or date stamped at one of the

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Department's offices or at the appropriate office of the agency administering the examination no later than the final filing date specified on the examination announcement.

(c) An application not timely filed as specified in subdivision (b) shall be accepted if one of the following conditions applies:

(1) The application was delayed due to a verified error on the part of the staff of the Department or other agency conducting the examination or through a documented administrative error by postal authorities.

(2) An application for an examination is filed in error to the wrong agency and was postmarked by the postal service or date stamped by the receiving agency on or before the final filing date specified on the examination announcement.

(3) For a promotional examination, the appointing power verifies distribution problems with the examination announcement that prevented timely notification to an employee seeking to take the examination. Posting in a centralized location of each branch, district, institution, region, or office of the appointing power shall constitute notification of the promotional examination to employees.

(4) The appointing power verifies that the employee seeking to take a promotional examination failed to receive timely notice of the examination because the employee was away from his or her place of work during the entire examination announcement period due to a work assignment, vacation, sick leave, or leave of absence.

(d) This section shall become operative on July 1, 2017.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18934, Government Code.

§ 193. Formula Rating.

In any examination, the appraisal of education and experience of the competitors may be made by a formula rating approved by the Department or designated appointing power and applied to the information and data given by the competitor. ~~on their official applications.~~ Such appraisal may be made with or without an interview, ~~and without evaluating the personal qualifications of the competitors.~~

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code. Reference: Sections 18930 and 18936, Government Code.

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§ 193.1. Scoring and Ratings for Examinations.

(a) In any examination, including CEA examinations, the minimum qualifying rating ratings for each phase of the examination and final earned rating of each candidate shall be established by the Department or designated appointing power in accordance with Government Code sections 18936 and 18937.

(b) Scores and ratings shall be based upon assessing, comparing, and ranking the qualifications and performance of candidates with other candidates and the qualifications of the classification that is the subject of the examination.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18936 and 18937, Government Code.

§ 193.2. Exam ~~Ranking~~ Rating Considerations for Education and Experience.

~~In evaluating and ranking candidates, the breadth, quality, continuous length of time and recency of pertinent or qualifying experience may be given more weight than intermittent lengths of time that are combined. A statement to this effect shall not appear in the class specification, but shall be included on the examination announcement.~~

(a) When assessing and rating a competitor's education and experience, consideration shall be given to the following:

(1) The breadth, quality, and length of time of the education and experience.

(2) The relevance of the education and experience to the qualifications of the classification.

(3) The degree to which the competitor's total education and work history represent suitable preparation to successfully perform the duties and tasks of the class.

(b) A statement to this effect shall not appear in the class specification, but shall be included on the examination announcement.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Section 18930, Government Code.

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~~§ 194. Rating by Interview.~~

~~In any examination the education, experience, and personal qualifications of competitors may be rated after a qualifications appraisal interview and such investigations as may be necessary.~~

~~The interview shall be conducted and the ratings made either by a qualifications appraisal panel of two or more members or by a single representative of the Department. The representative of the Department, either when acting alone or as a member of a panel, may be other than a staff member of the Department. The Department shall determine the number of interviewers required to conduct each qualifications appraisal interview and shall select and appoint such interviewers.~~

~~Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.~~

§ 194. Limited Three Score Examinations.

(a) A Limited Three Score Examination is one which has a failing score and three passing scores that result in three reachable or eligible ranks. The ranking of the candidates shall be competitive and based upon a comparison of the qualifications of the candidates with other candidates and with the qualifications of the classification that is the subject of the exam. The scores of candidates in the first rank shall reflect higher scores than the candidates in the second or third rank, and the scores of candidates in the second rank shall reflect higher scores than candidates in the third rank. All candidates in the passing three ranks are eligible for appointment. The names of candidates with a failing score shall not be included on the eligible list.

(b) The failing score and three passing scores shall be determined by the Department or a designated appointing power. The factors to consider when determining the appropriate scores include:

(1) The competitive assessment and evaluation of applicants.

(2) The likely size and scope of the applicant pool.

(3) Relevant classification requirements and performance expectations.

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(c) Limited Three Score Examinations are not required for every examination. The use of Limited Three Score Examinations is within the discretion of the Department or designated appointing power.

NOTE: Authority cited: Sections 18502, 18660 and 18701, Government Code.  
Reference: Sections 18930, 18936, and 18937, Government Code.

~~§ 195. Conduct of Interviews.~~

~~(a) Qualifications appraisal interviews for an examination shall be conducted by the same interviewer or qualifications appraisal panel except the Department may appoint more than one interviewer or qualifications appraisal panel to conduct interviews simultaneously or in different locations if the Department finds:~~

~~(1) The needs of the state service require more than one interviewer or qualifications appraisal panel; or~~

~~(2) More than one interviewer or qualifications appraisal panel is necessary in order to fill urgent and immediate vacancies in the state service.~~

~~(b) If one or more of the members of the qualifications appraisal panel is not present during all or part of the proceedings, the panel may nevertheless proceed. The Department or chairperson may fill any vacancy on the qualifications appraisal panel by appointment of a qualified person.~~

~~Note: Authority cited: Sections 18502 and 18701, Government Code.~~

§ 195. Composition of Qualifications Appraisal Panels.

(a) The Department or a designated appointing power shall determine the number of QAP members required to conduct the qualification appraisal interview and shall select and appoint such members. The number of members shall be no less than two. When selecting members, consideration shall be given to selecting members who represent the diversity of the State civil service workforce.

(b) The members shall understand and be familiar with the class qualifications for which the examination is being held. The members shall also be familiar with and understand the merit principle, equal employment opportunity laws, and Board rules related to examinations.

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(c) For each QAP examination, the Department or designated appointing power shall select a chairperson to preside over the QAP interviews. The chairperson and any member acting as chairperson in the chairperson's absence shall be certified as deemed appropriate by the Department.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

§ 195.1. QAP Interviews and Responsibilities.

(a) QAP interviews for an examination may be conducted by the same QAP members or a different composition of QAP members. The same QAP panel, however, should be used whenever operationally feasible. If the chairperson is unable to attend an interview, he or she shall select another member to act as the chairperson in his or her absence.

(b) All QAP interviews for an examination shall be structured and use the same pre-determined, job related questions ~~that may be structured~~. The QAP shall not rephrase or clarify any candidate inquiries; however, a member of the QAP may repeat an examination question.

(c) All members of the QAP shall evaluate each candidate's qualifications on an equal and fair basis, and complete the applicable qualifications appraisal rating form or sheet. Each member shall also document candidate responses to all interview questions.

NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

§ 195.2. Ratings for QAP Examinations.

(a) Competitors shall be rated independently by each panel member after the examination interview and before any background checks and/or investigations that may be required for the classification that is the subject of the examination. Panel members may rate candidates before or after discussion with other members. The ratings shall be competitive and based upon a comparison of the qualifications of the candidates with other candidates and the qualifications of the classification that is the subject of the exam.

(b) Each member shall sign, complete, and record his or her ratings on forms or in a manner prescribed by the Department.

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NOTE: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

~~§ 196. Composition of Panels.~~

~~Each qualifications appraisal panel shall include a representative of the Department who shall be the chairperson and, except when the Department finds that the State's interest will not benefit therefrom:~~

~~(a) One or more persons within the state service, preferably from the agency or agencies for which the employment list is being established, who are familiar with the job requirements of the class for which the examination is being held; and~~

~~(b) One or more citizens not in the state service.~~

~~Note: Authority cited: Sections 18502 and 18701, Government Code.~~

~~§ 198. Competitive Ratings.~~

~~Ratings of education, experience, and personal qualifications shall be made on a competitive basis in that each competitor shall be rated thereon in relation to the minimum qualifications for the class in question and in relation to the comparable qualifications of other competitors. The term "personal qualifications" includes all such personality traits and personal, moral, and physical characteristics as are necessarily comprehended by the minimum qualifications established for the class. When rating competitor's education and experience, interviewers shall consider the quality, length, and pertinence of such education and experience, and the degree to which competitor's total education and work histories represent suitable preparation for the work of the class.~~

~~§ 199. Minimum Qualifying Ratings.~~

~~In qualifications appraisal interviews, ratings accorded competitors shall all be expressed in percentages, with 70 percent being the minimum qualifying rating or shall all be expressed as qualified or eliminated without the assignment of percentage ratings. For each examination the Department shall determine whether percentage ratings or ratings of qualified or eliminated shall be used. Ratings shall be made independently by each interviewer either before or after discussion with other~~

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~~interviewers if there is a panel interviewing the candidate. Ratings shall be made on forms prescribed by the Department, which shall be signed by the interviewer~~

~~A competitor shall be eliminated only if a majority of the members of the qualifications appraisal panel assign the competitor ratings below 70 percent or ratings of “eliminated.”~~

~~When the ratings are expressed in percentages, the ratings of the several members of a qualifications appraisal panel shall be averaged to determine each competitor's final rating on education, experience, and personal qualifications, except that, if the average rating is below 70 percent but there is not a majority of the members who assign ratings below 70 percent, the competitor shall be given a rating of 70 percent, and except that, if a majority of the members assign a rating below 70 percent, the competitor shall be eliminated regardless of the fact that competitor's average rating may be 70 percent or more. If the average rating is below 70 percent, but there is not a majority of the QAP members who assign ratings below 70 percent the competitor shall be given a rating of 70 percent. If a majority of the QAP members assign a rating below 70 percent, the competitor shall be eliminated regardless of the fact that competitor's average rating may be 70 percent or more.~~

~~Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 18930 and 18936, Government Code.~~

### ~~§ 199.1. Alternate Ratings.~~

~~When the only reason for the elimination of a competitor by an oral interview panel is the competitor's failure to possess the minimum education or experience qualifications established for the class or possession of required licenses or certificates, the panel shall, in addition to the procedure described in section 199, make an alternate rating as though the candidate possessed such qualifications, which rating shall be not less than 70 percent. If the competitor appeals the elimination and the Board grants that appeal, the competitor's rating shall be the alternate rating. The alternate rating assigned under the provisions of this section is confidential and may not be revealed to the competitor or the Board until the Board grants an appeal and orders that the alternate rating be used.~~

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Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

§ 195.3. Alternate Rating for a QAP Examination.

(a) When the only reason for eliminating a candidate from a QAP examination is a determination that the candidate fails to satisfy the minimum qualifications of the classification that is the subject of the examination, the panel shall nonetheless rate the candidate as though he or she satisfies the minimum qualifications. The rating shall be known as the alternate rating and shall not be less than the minimum rating required to pass the examination.

(b) If the candidate appeals the QAP's determination to the Board, the alternate rating shall be confidential during the appeal process and not revealed to the candidate or the Board. If the Board grants the appeal, the alternate rating shall become the candidate's rating for the examination.

Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 18930, Government Code.

~~§ 200. Reports on Promotional Competitors.~~

~~In any promotional examination, the Department may establish procedures for furnishing qualifications appraisal interviewers with reports concerning the performance of competitors.~~

Note: Authority cited: Sections 18502 and 18701, Government Code.

~~§ 205. Computing Examination Score.~~

~~All percentage ratings derived from the various parts of an examination shall be rounded to the second decimal place and considered accurate to that degree for the purpose of computing examination scores. Wherever minimum ratings are specified in these rules, they shall be considered binding to the second decimal place; that is, "70 percent" shall imply 70.00 percent, and "85 percent" shall imply 85.00 percent.~~

~~The weights assigned to the various parts of an examination represent the relative value of each part in the whole examination. The method of obtaining the average percentage of the examination is as follows: Multiply the rating obtained in each part by the relative~~

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~~weight of that part, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for the examination. For the purpose of establishing employment lists, this average percentage shall be: (1) rounded to the second decimal place for examinations in which certification from the resulting employment list will be on the basis of the three highest names under Government Code section 19057; or (2) rounded to the nearest whole number for examinations in which certification from the resulting employment list will be on the basis of the three highest ranks under Government Code sections 19057.1, 19057.2 and 19057.3.~~

~~In an examination for a class in which certification of eligibles is on the basis of the three highest ranks, the ranking of eligibles on the resulting employment list shall be on the basis of scores rounded to the nearest whole percentage number. Upon request of an appointing power, the Department shall also provide an informational listing of the competitors' average percentage scores rounded to the second decimal place.~~

~~Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 18936, 19057, 19057.1, 19057.2 and 19057.3, Government Code.~~

### ~~§ 206. Minimum Rating Required.~~

~~Competitors shall be required to attain a score of not less than 70 percent in each part of the examination and a general average score of not less than 70 percent in order to qualify in an examination; except that, in a promotional examination, it is within the discretion of the Department to require a higher general minimum average, which minimum shall in no case exceed 85 percent. In written tests, the 70 percent used to represent the minimum score need not be the arithmetic 70 percent of the total possible score but may be an adjusted score based on a consideration of the difficulty of the test, the quality of the competition, and the needs of the service. Any such adjusted score shall be established before the identification of the competitors' examination papers. Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 18936 and 18937, Government Code.~~

### ~~§ 210. Establishing List in Case of Tie.~~

~~In an examination in which certification from the resulting employment list is on the basis of the three highest names, two or more competitors receiving the same percentage rating shall be placed on the list according to their respective percentage ratings attained in the chief essential of the examination; except that, if one of such competitors is a veteran, that competitor shall be given the preference if the examination is one in which veterans preference is granted. If the tie continues it shall be broken by lot.~~

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Note: Reference: ~~Sections 18973, 19057 and 19057.1, Government Code.~~

**Article 9. Promotions**  
**§ 242. Promotions In Place.**

(a) Except as otherwise provided in subdivision (b), An an employee with permanent civil service status, regardless of time base, may receive a promotion in place where all of the following apply:

(1) The employee has demonstrated satisfactory or higher job performance in his or her current position and shown the ability and willingness to succeed at the higher level classification.

~~(1)~~ (2) The position currently occupied by the employee is reallocated to the “to” class without a change of unit or location.

~~(2) Within the employee’s agency, there are no position ratio allocation limits on the “to” class that would preclude other eligible employees from competing in the future for an appointment to the “to” class.~~

(3) The employee competed in and passed an examination for the “to” class and is currently placed on the employment list for that examination in one of the top three ranks.

(i) When determining whether the employee is in one of the top three ranks, reemployment and the Department’s State Restriction of appointment (SROA) lists shall not be considered, since the promotion in place is an appointment to a classification to which the employee’s position has been reallocated, rather than an appointment to a vacant position.

(ii) If the employee to be promoted is not in one of the top three ranks, the appointing power may not try to clear ranks by sending employment inquiries to candidates ranked higher than the employee.

(4) The appointing power documents the reasons why the selected employee was chosen for the promotion in place. The documentation shall be maintained pursuant to section 26.

(b) If within the employee’s unit there is more than one employee who has taken the examination for the “to” class and placed on the employment list for that examination in

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one of the top three ranks, all such qualifying employees in the unit shall be promoted in place to the "to" class or the appointing power shall open the opportunity for promotion to competition. The appointing power may also decide not to promote.

~~(b)~~ (c) If there is a true vacancy in the unit, the appointing power may promote in place the employee before filling the true vacancy, if the criteria set forth in subdivision (a) are satisfied. Filling the true vacancy may be subject to the provisions of the Department's SROA program.

NOTE: Authority cited: Sections 18502, 18660, 18701, and 18804, Government Code. Reference: Sections 18500, 18951, and 19050, Government Code.

### **Article 10. Appointments**

#### § 249.1. Standard Measurement Criteria.

Before the hiring process begins, the appointing power shall develop standard measurement criteria for assessing and comparing the qualifications of candidates based upon job-related information about each candidate, such as information provided on applications, interviews, or, where appropriate, reference and background checks.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050, Government Code.

#### § 249.2. Postings of Job Announcements on Websites or by Other Electronic Means.

(a) All job announcements shall be posted on the Department's designated website. An appointing power may also post job announcements on other websites, such as relevant career center, career fair, or academic institution websites, or by other electronic means designed to provide fair, equitable notice to eligible candidates.

(b) Unless a collective bargaining contract between a recognized public employee organization and the state provides otherwise, all online job announcements shall be posted for a minimum period of ten calendar days, except the appointing power may post a job announcement for a shorter period of time where there is a critical hiring need. In such an instance, the appointing power shall maintain the following documentation pursuant to section 26:

(1) Identify the position(s) that must be filled;

(2) Describe the event or circumstance that created the critical hiring need;

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(3) Specify the duration of and location where the job announcement was posted; and

(4) Any supporting evidence that demonstrates why the critical hiring need was created.

NOTE: Authority cited: Section 18701, Government Code. Reference: Sections 18933 and 19050, Government Code.

§ 249.3. Conditions for Not Re-Announcing A Job Vacancy.

(a) A job vacancy is not required to be re-announced if an identical vacancy was announced previously and fewer than 180 calendar days have elapsed since the identical announcement's closing date.

(b) Identical vacancies must have the same position title, classification code, ~~grade~~, time base, tenure, reporting location, and ~~position requirements~~ duties.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050, Government Code.

§ 249.4. Verification of Minimum Qualifications Prior to Appointment.

(a) Verification of minimum qualifications is not required for candidates on reemployment lists or ~~SROA lists~~, or candidates who have mandatory reinstatement rights. For all other candidates, including promotions and transfers, appointing powers shall verify that the candidate satisfies the minimum qualifications of the classification before the candidate is appointed.

(b) If a candidate is found not to satisfy the minimum qualifications, the appointing power shall provide written notice to the candidate specifying which minimum qualifications are not satisfied and the reason(s) why and provide an opportunity for the candidate to establish that he or she satisfies the minimum qualifications of the classification. The candidate shall have 10-working days to answer. ~~If within that timeframe the candidate fails~~

(1) Where a candidate fails to answer within the specified timeframe, the candidate may be considered to have abandoned the selection process. If such a determination is made and the candidate's eligibility was based upon list eligibility, his or her name shall be removed from the employment list. The appointing power shall promptly inform the candidate in writing that his or her name has been removed. The notification shall also inform the candidate of his or her appeal rights.

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(2) If the candidate timely answers, but fails to establish that he or she satisfies the minimum qualifications, the candidate shall not be appointed to the position, and, if the candidate's eligibility was based upon list eligibility, his or her name shall be removed from the employment list. The appointing power shall promptly inform ~~to~~ the candidate in writing of the finding and any actions taken by the appointing power related to the finding, including, for instance, removing the candidate's name from the employment list. The notification shall also inform the candidate of his or her appeal rights.

(c) For purposes of this section, a holiday as defined in Government Code sections 19853 and 19853.1 is not a working day.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050, Government Code.

§ 249.5. Employment Inquiries.

(a) When making employment inquiries to determine an eligible candidate's interest in a job vacancy, the appointing power shall document which candidates were contacted, how and when they were contacted, and any response. These records shall be maintained in accordance with section 26.

(b) When sending employment inquiries, appointing powers shall not make requests or statements that can be construed as ~~asking or instructing~~ discouraging eligible candidates ~~to go inactive or waive interest in~~ from pursuing an appointment to a position.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050, Government Code.

§ 249.6. Redaction of Confidential Information on Candidate Documentation.

(a) During the hiring process, the appointing power shall ensure that all confidential information on candidate related documentation, including applications, resumes, and forms, is redacted or removed before providing copies to any person who is not assigned to work in the appointing power's human resources or personnel unit, including the hiring manager, any employee in the hiring manager's unit or division, any member of the interview panel, any employee who acts as a human resources or personnel liaison, or any other person, including employees with the authority to approve the appointment. Confidential information includes, but is not limited to, social security numbers, marital status, date of birth, equal employment opportunity data, the

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basis of the candidate's eligibility, or any other information considered confidential under law or regulation.

(b) Nothing herein shall be construed to relieve appointing powers from the duties and obligations of other laws, regulations, or policies related to privacy and confidentiality.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050, Government Code.

§ 249.7. Non-Disclosure of a Candidate's Basis of Eligibility.

(a) Except as provided in subdivisions (b) and (c) herein, the basis of any candidate's eligibility for appointment, for example, by way of a list, transfer, or LEAP, shall not be disclosed during the hiring process to any person who is not assigned to work in the appointing power's human resources or personnel unit, including the hiring manager, any employee in the hiring manager's unit or division, any employee who acts as a human resources or personnel liaison, any member of an interview panel, or any employee with the authority to approve the appointment.

(b) Subdivision (a) does not apply to candidates who have reemployment or SROA eligibility.

~~(c) A candidate may choose to voluntarily disclose his or her basis of eligibility to the hiring manager, interview panel, or any employee with the authority to approve the appointment, if prior written notice of the right to non-disclosure as set forth in subdivision (a) is provided or reasonably available to candidates. Written notice may include, but is not limited to, notice on the job announcement or by way of letter or other written communication to a candidate.~~

(c) Once a candidate has been selected and a tentative offer of employment extended, the selected candidate's appointment eligibility may be disclosed but only to those employees who are required to know the basis of eligibility in order to complete the formal appointment process.

NOTE: Authority cited: Sections 18502, 18701, 19240 and 19241, Government Code. Reference: Section 19050, Government Code.

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~~§ 250. Requirement That Selection Be Based on Merit and Fitness.~~

~~(a) Appointments to positions in the State civil service made from eligible lists in a manner consistent with provisions of Sections 254, 254.1, and 254.2 as related to the certification of eligibles, by way of transfer, as defined in Government Code Section 18525.3, or by way of reinstatement, as defined in Government Code Section 19140, shall be made on the basis of merit and fitness, defined exclusively as the consideration of each individual's job-related qualifications for a position, including his/her knowledge, skills, abilities, experience, education, training, physical and mental fitness, and any other personal characteristics relative to job requirements, as determined by candidate performance in selection procedures, including, but not limited to, hiring interviews, reference checks, background checks, and/or any other procedures, which assess job-related qualifications and are designed and administered to select those individuals who best meet the selection need.~~

~~(b) Eligible lists shall be created on the basis of merit and fitness, and, as such, shall result from: recruitment strategies designed to be as broad and inclusive as necessary to best meet the selection need; and candidate performance in selection procedures that assess job-related qualifications, are competitive in nature, are designed and administered to fairly and objectively identify those candidates who meet the selection need, and result in the ranking of candidates based on their job-related qualifications.~~

~~(c) Permanent status in permanent appointments to the civil service is achieved after completion of the required probationary period, the final phase of the selection process. Assessment of employee performance during the probationary period shall be made on the basis of merit and fitness, with regard to the individual's qualifications, including his/her knowledge, skills, abilities, experience, education, training, physical and mental fitness, and any other personal characteristics relative to job requirements, and his/her job-related performance.~~

~~(d) All phases of the selection process, including recruitment and examining, eligible list creation, appointment, and completion of the civil service probationary period, shall provide for the fair and equitable treatment of applicants and employees on an equal opportunity basis without regard to political affiliation, race, color, ancestry, national origin, sex, sexual orientation, religion, disability, medical condition, age, or marital status.~~

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~~(e) Nothing herein shall be construed to relieve appointing powers from the obligation to reasonably accommodate individuals with disabilities as required under the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Civil Service Act.~~

~~(f) Nothing herein shall be construed so as to contravene the intent and purpose of Article VII, Section 6, of the California Constitution, which provides for the granting of preferences in state civil service to veterans and their surviving spouses.~~

~~(g) Intra-departmental job assignment transfers within the same job classification, such as assignments to different work shifts or work locations, or time base changes pursuant to Section 277 do not constitute appointments for purposes of this regulation.~~

~~Note: Authority cited: Sections 18211 and 18701, Government Code. Reference: Article VII, Sections 1 and 6, California Constitution; Sections 18213, 18500, 18525.3, 18900, 18930, 18950, 18951, 18971-18979, 19050, 19052, 19140, 19171, 19173 and 19702.2, Government Code.~~

§ 250. Determining Merit and Fitness During the Hiring Process.

(a) This regulation shall govern the hiring process for the following types of appointments:

(1) Employment list appointments, as defined in Government Code section 18537, except reemployment and SROA list appointments;

(2) Transfers, as defined in Government Code section 18525.3; and

(3) Permissive reinstatements, as defined in Government Code section 19140.

(b) The qualifications of eligible candidates shall be competitively evaluated. Interviews shall be conducted by using job-related measurement criteria and ~~some form of~~ rating or scoring of each candidate. The hiring process may include standardized performance tests, written tests, role-plays, simulations, as well as any other selection instrument or procedure designed to objectively and fairly evaluate each candidate's qualifications to be successful in the position.

(c) Prior to making the hiring decision, the hiring manager or his/her designee shall conduct reference checks and review, if available, the official personnel file of the

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candidate, regardless of whether the candidate is currently an employee of the state or employed outside the state.

(d) Unless otherwise specified in subdivision (f), ~~Persons~~ persons selected for appointment shall satisfy the minimum qualifications of the classification to which he or she is appointed or have previously passed probation and achieved permanent status in that same classification. While persons selected for appointment may meet some or most of the preferred or desirable qualifications, they are not required to meet all the preferred or desirable qualifications.

(e) In accordance with section 26, the hiring manager or his/her designee shall prepare and retain documentation summarizing the subdivision (b) activities that were conducted during the hiring process and the reasons for the hiring decision.

(f) This section does not apply to ~~voluntary demotions or~~ intra-agency job reassignments. ~~Voluntary demotions and intra-agency~~ Intra-agency job reassignments may be approved by the appointing power with consideration of any applicable collective bargaining contract between a recognized public employee organization and the state.

(g) Nothing herein shall be construed to relieve appointing powers from the obligation to reasonably accommodate individuals with disabilities as required under the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Civil Service Act.

(h) Nothing herein shall be construed so as to contravene the intent and purpose of Article VII, Section 6, of the California Constitution, which provides for the granting of preferences in state civil service to veterans and their surviving spouses.

NOTE: Authority cited: Sections 18502, 18660, and 18701, Government Code.  
Reference: Section 19050, Government Code.

~~§ 250.1.~~ 250.2. Hires From Certified Employment Lists.

(a) If the candidate chosen for hire is eligible based upon an employment list certified pursuant to Government Code section 19057.1, the job offer shall be made no later than 180 calendar days after the certification date for non-peace officer classifications and no later than 365 working days after the certification date for classifications requiring background checks.

(b) The appointing power may extend the 180-calendar-day period up to 30 working days by submitting to the Department a written justification for the extension.

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(c) During the job offer period specified in this section, including any period of extension under subdivision (b), candidates named on the certified list shall maintain both their certification list eligibility and personal list eligibility for appointment.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050.

~~§ 258. Time Periods for Reply~~ Replies to Inquiry ~~Employment Inquiries~~ Following Certification.

(a) The Department or appointing power shall provide an eligible candidate the following minimum time periods following standards shall constitute reasonable response time frames by which to respond to an employment inquiry:

(1) Telephone: A minimum of two business days' response time following days after the initial contact, including a voicemail message;

(2) Mail: A minimum of six business days after the date the written notice is sent;

(3) ~~E-mail~~ Electronic Communication: A minimum of six business days after the date the electronic notice is sent.

(b) For purposes of this section, the term "electronic communication" means any communication that is transferred electronically to the eligible candidate, including, by way of electronic mail or e-mail, an online account, or similar methods that use computers or the internet for transmission and that the eligible candidate has agreed to use. "Electronic communication" does not include verbal communication.

(c) Where an employment inquiry for a job opening is sent to an eligible candidate and the date by which to respond to the inquiry is prior to the final filing date for the job posting, the Department or appointing power shall not act upon the candidate's failure to reply to the employment inquiry if the candidate files his or her application by the final filing date, thereby verifying his or her interest in the position.

NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19050.

~~§ 265. Temporary Authorization.~~

~~If fewer than three names of persons willing to accept appointment are on the open eligible list for the class to which a position belongs and no other employment list for~~

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such class is available, the Department may authorize the appointing authority to make a temporary appointment.

Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Sections 19057 and 19058, Government Code.

§ 265. Employment List With Three or Fewer Names.

For purposes of temporary appointments, an employment list is considered not to exist where there is an open eligible list that has three or fewer names of persons willing to accept appointment and no other employment list for the classification is available. In such a situation, an appointing power may make a temporary appointment in accordance with section 265.1.

Note: Authority cited: Sections 18502 and 18701, Government Code. Reference: Section 5 of Article VII, California Constitution and Section 19050, Government Code.

~~§ 265. Counting Time for Temporary Appointments.~~

~~(a) The 9 month in 12 consecutive months working limit on temporary appointments, as set forth in Article VII, section 5, of the California Constitution, shall be counted on an actual time worked basis with 1500 hours equaling 9 months. In no instance may a temporary employee work more than 1500 hours in a 12 consecutive month timeframe.~~

~~(b) The 1500 hour working limit begins by counting the actual time first worked. The 12 consecutive month timeframe begins by counting the first pay period worked as the first month of the 12 consecutive month timeframe. A new 1500 hour working limit in a 12 consecutive month timeframe may begin in the month immediately following the month that marks the end of the previous 12 consecutive month timeframe or any subsequent month.~~

~~(c) The 1500 hour working limit shall be calculated per employee, not per agency. In counting time for an employee who works under temporary appointment at one or more agencies during a 12 consecutive month timeframe, the actual time worked at each agency is combined to ensure that the employee does not exceed working more than 1500 hours in the 12 consecutive month timeframe. The 12 consecutive month timeframe begins in the pay period in which the employee first begins to work in the temporary position and does not change even if the employee begins a new temporary appointment for a different agency in a subsequent month.~~

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~~(d) Persons hired as a retired annuitant into a temporary position are subject to applicable retirement law requirements, including any wait period restrictions and the working restriction of 960 hours per fiscal year.~~

~~(e) The appointing power shall monitor and control the days and/or hours worked to ensure that the limitations set forth in this section are not exceeded.~~

~~(f) An appointing power shall periodically review temporary appointments to ascertain the appropriateness of continuing to retain a temporary employee over a long period of time. In accordance with section 26 of the Board's regulations, the appointing power shall maintain written records of its periodic reviews and written records of the days, months, and hours worked by temporary employees.~~

~~(g) In no instance shall temporary appointments or counting time as specified herein be used by an appointing power to avoid or delay the use of an employment list.~~

~~NOTE: Authority cited: and Section 18701, Government Code. Reference: Section 5 of Article VII, California Constitution and Section 19050, Government Code.~~

§ 265.1 Counting Time for Temporary Appointments.

(a) A temporary appointment to a classification shall only be made when there is no employment list for the classification. In no instance shall temporary appointments or counting time as specified herein be used by an appointing power to avoid or delay the use of an employment list.

(b) The 9-month in 12-consecutive months working limit on temporary appointments, as set forth in Article VII, section 5, of the California Constitution, shall be counted on a daily basis with every 21 days worked counting as one month or 189 days equaling 9 months. When counting 189 days, every day worked, including partial days worked and paid absences, is counted. The hours worked in one day is not limited by this rule. The 12-consecutive month timeframe begins by counting the first pay period worked as the first month of the 12-consecutive month timeframe. The employee shall serve no longer than 189 days in a 12 consecutive month period. A new 189-days working limit in a 12-consecutive month timeframe may begin in the month immediately following the month that marks the end of the previous 12-consecutive month timeframe or any subsequent month.

(c) The 189-days working limit set forth in subdivision (b) shall be calculated per-employee, not per-agency.

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(d) Persons hired as a retired annuitant into a temporary position are subject to applicable retirement law requirements, including any wait-period restrictions and the working restriction of 960 hours per fiscal year.

(e) The appointing power shall monitor and control the days worked to ensure that the limitations set forth in this section are not exceeded.

(f) An appointing power shall periodically review temporary appointments to ascertain the appropriateness of continuing to retain a temporary employee over a long period of time. In accordance with section 26 of the Board's regulations, the appointing power shall maintain written records of its periodic reviews and written records of the days, months, and hours worked by temporary employees.

NOTE: Authority cited: and Section 18701, Government Code. Reference: Section 5 of Article VII, California Constitution and Section 19050, Government Code.

TITLE 2. ADMINISTRATION  
Division 1. Administrative Personnel  
Chapter 1. State Personnel Board  
**Subchapter 1.2 Career Executive Assignment Rules**  
**Article 5. Examinations**

§ 548.40. Competitive Examinations.

(a) Examinations for appointment to Career Executive Assignment positions shall be competitive and of such a character as fairly to test and determine the qualifications of candidates actually to perform the duties of the position to be filled. Examinations may include, but need not be limited to, an assessment of the candidates' character, education, experience, knowledge, skills, and ability. Examinations may be assembled or unassembled, written or oral, or in the form of a demonstration of skill, or any combination of these.

(b) Examinations may include a review of applications, use of supplemental applications, appraisals of performance and executive potential, management exercises, ~~and/or~~ or structured interviews.

(c) The appointing power shall promulgate the job-related evaluation criteria that will be used to assess the qualifications of each candidate for the position. The appointing power shall assess each candidate's qualifications for the position based upon the

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evaluation criteria; and shall compare and rank each candidate against all other candidates based upon this assessment. Successful candidates shall be divided into 6 ranks based upon their scores. ~~The first rank shall consist of candidates who receive scores of 95 percent or higher. The second rank shall consist of candidates who receive scores of 90 to 94 percent. The third rank shall consist of candidates who receive scores of 85 to 89 percent. The fourth rank shall consist of candidates who receive scores of 80 to 84 percent. The fifth rank shall consist of candidates who receive scores of 75 to 79 percent. The sixth rank shall consist of candidates who receive scores of 70 to 74 percent. Unsuccessful candidates shall receive a score of 65. All examination scores shall be rounded to the nearest whole percent. Limited scoring examinations may be used in the discretion of the Department or designated appointing power. Each candidate shall be notified in writing of his or her final score and ranking.~~

~~The appointing power shall appoint a candidate who is well-qualified to perform the duties of the position, and who is within one of the top three ranks. If there are fewer than a total of 5 candidates in the top three ranks, then the appointing power may consider candidates in the next lower ranks in rank order until there are at least 5 candidates available for consideration. For each examination, the appointing power shall maintain an examination file for a period of three years that includes, but is not limited to, the specific job-related evaluation criteria and selection procedures that were used in the examination; documentation on how those criteria were applied to the candidates; documentation as to the competitiveness of the candidates' qualifications relative to each other; and the appointing power's rationale for selecting the successful candidate.~~

NOTE: Authority cited: Section 18701, Government Code. Reference: Sections 18546, 19889, 19889.2 and 19889.3, Government Code; and *Alexander v. State Personnel Board* (2000) 80 Cal.App.4th 526.

### § 548.41. Examination Announcements.

~~(a) It is the policy of the State Personnel Board that examinations~~ Examinations for appointment to Career Executive Assignment positions shall be publicized as widely as appears practicable. When it is in the best interest of the State and of economy and efficiency, examinations may be conducted with restricted publicity subject to the approval of the executive officer Department. ~~The executive officer may authorize appointing powers to prepare and distribute examination announcements, to conduct~~

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~~examinations for Career Executive Assignment appointments, and to establish standards for the review and interpretation of such minimum qualifications as the board may establish for the Career Executive Assignment category. Such interpretive standards shall be expressed on the examination announcement as desirable knowledge, skills, abilities, or personal characteristics that are actually necessary to perform the duties of the position to be filled. Specific amounts, kinds and levels of education and experience shall not be required but may be indicated as desirable and as the most likely sources of the requisite knowledges, skills, abilities and personal characteristics. Examination announcements shall identify the position for which the competition is being conducted and the evaluation standards and methods to be applied. If the results of the examination may be used to make additional appointments, the announcement shall conform to the provisions of Article 4 of these regulations on employment lists. The appointing power shall provide information on the content and scope of the examination publicity and on the methods and results of the evaluation used on forms and by procedures prescribed by the executive officer. When examinations are announced there shall be reasonable assurance that potential competitors are provided opportunity to be informed of their general nature and scope.~~

(b) Examination announcements shall conform to the provisions of Article 8, section 170.

NOTE: Authority cited: Section 18701, Government Code. Reference: Sections 18933 ~~18935, 18546, and~~ 19889, ~~19889.2 and 19889.3~~, Government Code.

### § 548.42. Recordkeeping Requirements.

Appointing powers shall retain the following records in a systematic and orderly fashion for a minimum period of five years from the date of creation of the record:

For each CEA examination, the appointing power shall maintain an examination file that includes, but is not limited to, the content and scope of the examination publicity and announcement; specific job-related evaluation criteria and selection procedures that were used in the examination; documentation on how those criteria were applied to the candidates; documentation as to the competitiveness of the candidates's qualifications relative to each other; and the appointing power's rationale for selecting the successful candidate.



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NOTE: Authority cited: Section 18701, Government Code. Reference: Section 19889, Government Code.

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**Article 7. Appointments**

~~§ 548.70. Eligibility for Appointments.~~

~~(a) Except as provided in this chapter, eligibility for appointment to a Career Executive Assignment position shall be established as the result of competitive examination of persons with permanent status; or who previously had permanent status in the state civil service; or persons who have been employed by the Legislature as defined in Government Code section 18990; or have held nonelected exempt positions in the executive branch of government as defined in Government Code sections 18992 and 19889.3; or persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code section 18991; who are well qualified to perform high administrative and policy-influencing functions. The scope and nature of such examinations may be determined by the appointing power subject to these regulations and the approval of the executive officer.~~

~~(b) This section will remain in effect until January 1, 2013, unless statutes are enacted before January 1, 2013, extending the sunset date of January 1, 2013, or making permanent Government Code sections 18546, 18990, 18992, and 19889.3.~~

~~Note: Authority cited: Section 18701, Government Code. Reference: Sections 18546, 18990, 18991, 18992, 19889, 19889.2 and 19889.3, Government Code.~~

~~§ 548.70. Eligibility for Appointments. [Provisionally effective January 1, 2013]~~

~~*If Government Code sections 18546, 18990, 18992, and 19889.3 sunset on January 1, 2013, this section shall read:*~~

~~(a) Except as provided in this chapter, eligibility for appointment to a Career Executive Assignment position shall be established as the result of competitive examination of persons with permanent status in the state civil service or persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code section 18991, who are well qualified to perform high administrative and policy-influencing functions. The scope and nature of such examinations may be~~



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determined by the appointing power subject to these regulations and the approval of the executive officer.

(b) ~~This section shall become operative on January 1, 2013.~~

~~Note: Authority cited: Section 18701, Government Code. Reference: Sections 18546, 18990, 18991, 18992, 19889, 19889.2 and 19889.3, Government Code.~~